BOART LONGYEAR

USER MANUAL:

WINDOWS

MS OFFICE

For Boart Longyear Employees

Updated: April 24, 2006

Table of Contents

BASIC WINDOWS INSTRUCTIONS 3
INTEL PROSET WIRELESS 50
BURNING CDS 56
ADOBE READER 61
MICROSOFT APPLICATIONS BASICS 64
INTERNET EXPLORER 79
MICROSOFT OFFICE OUTLOOK 2003 85
MICROSOFT OFFICE WORD 2003 128
MICROSOFT OFFICE POWERPOINT 2003 225
MICROSOFT OFFICE EXCEL 2003 291
ADOBE ACROBAT 363
ADVANCED WINDOWS INSTRUCTIONS 374
ADVANCED WORD INSTRUCTIONS 383
ADVANCED POWERPOINT 405
DEFINITY PHONE SYSTEM INSTRUCTIONS 415
TELECONFERENCE INSTRUCTIONS 416
AT&T GLOBAL NETWORK CLIENT 417
BOART LONGYEAR IT POLICIES 429

Welcome to Boart Longyear! This manual was written to provide you with all of the information you need to operate your office computer.

BASIC WINDOWS INSTRUCTIONS

Figure 1

This section is written for beginning Windows users. If you are familiar with the Windows operating system, you can skip this section. See **Advanced Windows Instructions**.

Taskbar	**Desktop**	**Folders**	**Shortcuts**
Appearance	**Screen Saver**	**Control Panel**	**Mouse Buttons**
Date and Time	**Regional Formats**	**Language-Specific Keyboards**	**Physical Impairments**
Search	**Help**	**Frozen Programs**	**Screen Shots**
Shut Down			

The Start Button

The **Start** button, located in the lower-left corner of the screen, gives you access to other areas of the computer. You can also activate the **Start** button by pressing the Windows logo key on your keyboard (usually on the lower-left side of the keyboard, between the **Ctrl** and **Alt** keys). Some older keyboards do not have this Windows key.

When you press the **Start** key, the following screen pops up.

Figure 2

Along the right-hand side of the screen are standard icons for accessing different parts of the computer. For example, if you select **My Recent Documents**, you will see a list of documents that you have recently accessed.

Along the left-hand side of the screen is a list of programs. The top program is your Internet access program and the second is your e-mail access program. The other six programs are your most frequently used programs.

To change which programs are your default Internet and e-mail programs, follow these steps:

1. Right-click on the Windows taskbar (the bar along the bottom edge of the screen).
2. Select **Properties**.
3. Select the **Start Menu** tab.
4. Click **Customize**. (If you have chosen **Classic start menu**, do not follow the rest of these steps.)

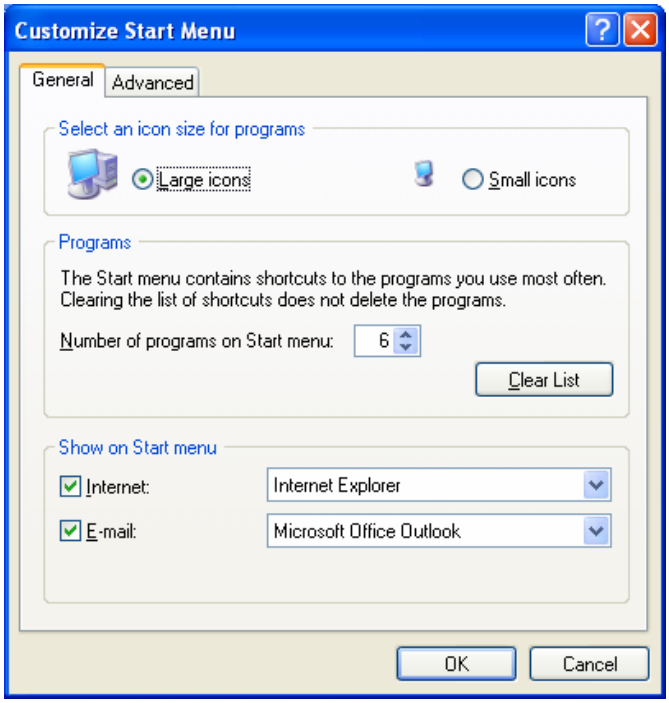


Figure 3

5. In the **Show on Start menu** section, select the default Internet and E-mail programs from the drop-down menu. The drop-down menu will show only those programs that are installed.
6. Click **OK** twice.

The Windows Taskbar

The bar along the bottom edge of the screen is the taskbar. The taskbar shows which files are open and which programs are running.

Figure 4

The **Start** button is always on the left end of the taskbar. On this taskbar, you can see that a Word document called **User_v02.doc** is running, as is Windows Media Player. You can click on either of these buttons to see the file or program.

Figure 5

On the far right end of the taskbar is the notification area, which contains icons that show which programs are running (or not) in the background. On each computer, this collection of icons will be different. From left to right, the icons in this example mean the following:

- The wireless network is not connected.
- The laptop battery is charging.
- The McAfee security system is running.
- The laptop's touchpad is operational.
- The laptop's wireless radio receiver has been turned off.

1. To adjust the taskbar's properties, right-click on a blank area of the taskbar and select **Properties**

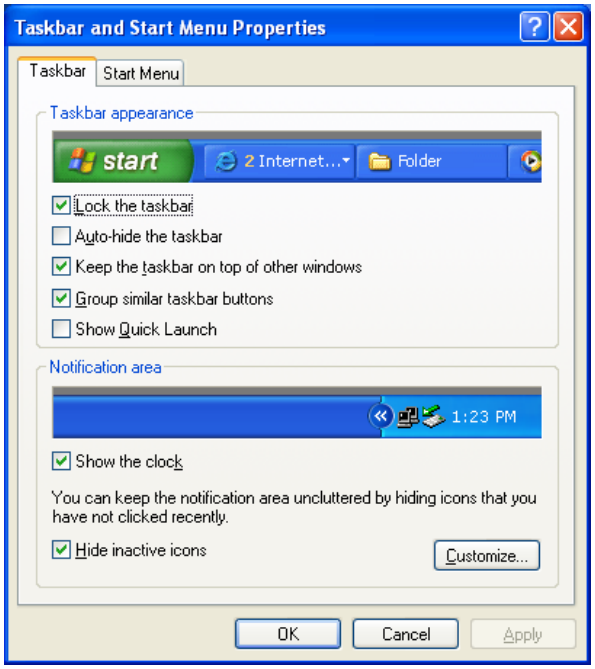


Figure 6

2. The default setting is **Lock the taskbar**. This means that you cannot move the taskbar from its location.
3. If you select **Auto-hide the taskbar**, the taskbar will disappear from the screen until you move the mouse to the bottom of the screen.
4. If you select **Keep the taskbar on top of other windows**, the taskbar will not be covered by other windows.
5. If you select **Group similar taskbar buttons**, Windows will combine two similar files into one button when the taskbar becomes crowded.
6. If you select **Show Quick Launch**, small icons representing your most-used programs will appear next to the **Start** button.

Figure 7

7. Select **Show the clock** so that the time will appear on the far-right end of the taskbar.
8. Select **Hide inactive icons** to hide unused icons in the notification area. To see inactive icons, click the **<** button. Lightly rest your mouse over each icon to see what it means.
9. If you want to move the taskbar, right-click on the taskbar and clear the **Lock the Taskbar** check box.
10. Click on the taskbar and drag it to its new location. You can position it at the top of the screen or along either side. Windows will automatically reposition the desktop icons so that the taskbar does not cover them.

My Documents
Wind...
User...
My Computer
Adob...
Inbo...
Internet
Explorer

Figure 8

Organizing Your Desktop

The computer screen that you see when your first start your computer is called the desktop. On the desktop are icons that represent programs, files, folders, links, and the "Recycle Bin." Double-click an icon to open it.

Figure 9

The following are a few common icons and their meanings:

	My Computer. This icon takes you to a screen where you can see all of your hard drives, floppy drives, and network drives.
	My Documents. The **My Documents** folder is the Windows default folder. It contains folders called **My Pictures**, **My Music**, and **My Videos**. Unless otherwise specified, all of the documents that you save will go into the **My Documents** folder.
	Recycle Bin. Whenever you delete a file, it goes into the Recycle Bin. You can delete files by dragging them from the desktop or a window onto this icon. If you need to retrieve a deleted file, open the Recycle Bin and look for it. From time to time, you should empty the Recycle Bin if it begins to take up too much disk space. After it has been emptied, you cannot find deleted files in it.

	Microsoft Internet Explorer®. This icon opens the Internet Explorer web browser, which allows you to use the Internet.
	Microsoft® Word. Click this icon to start the word processor.
	Microsoft Excel®. Click this icon to start the spreadsheet program.
	Microsoft PowerPoint®. Click this icon to start the slide-making program.
	Microsoft Outlook®. Click this icon to start the e-mail program.
	Adobe® Reader®. Click this icon to start the PDF reader program.
	Word document. Click this icon to open a Word file.
	Excel document. Click this icon to open an Excel document.
	PowerPoint document. Click this icon to open a PowerPoint presentation.
	PDF document. Click this icon to open an PDF document.
	AT&T Global Network Client. Click this icon to remotely connect to a server.
	Sonic™ RecordNow!™ Click this icon to burn data onto a CD.

Folders

To organize your files, group similar files together in a folder.

Creating New Folders

To create a new folder on your desktop, follow these steps:

11. Right-click anywhere on the desktop.

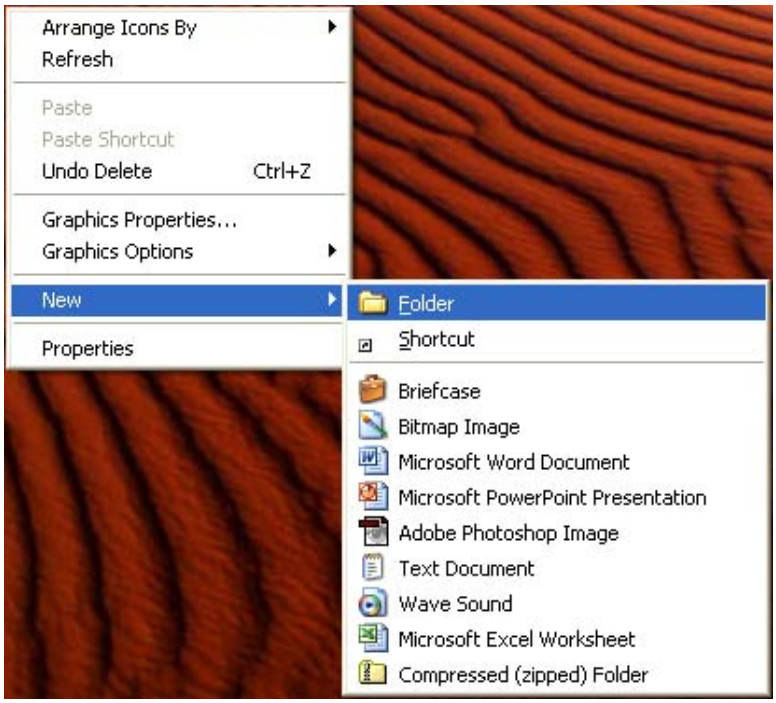


Figure 10

12. Select **New|Folder**.

Figure 11

13. A new folder appears on your desktop. Type a name for the folder.

To create a new folder within an existing folder, do the following:

14. Open the folder.

15. In the left-hand pane of the folder, click **Make a new folder**.

File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
New Folder
Creates a new, empty folder in the folder you have open.

Figure 12

16. A new folder appears. Type a name for the new folder.

Viewing Folders

You may define how the files appear in the folder view by opening the folder and selecting **View**. Select **Thumbnails**, **Tiles**, **Icons**, **List**, or **Details**.

Figure 13

The following screen shots show how the same folder looks with each option.

Thumbnails **Tiles**

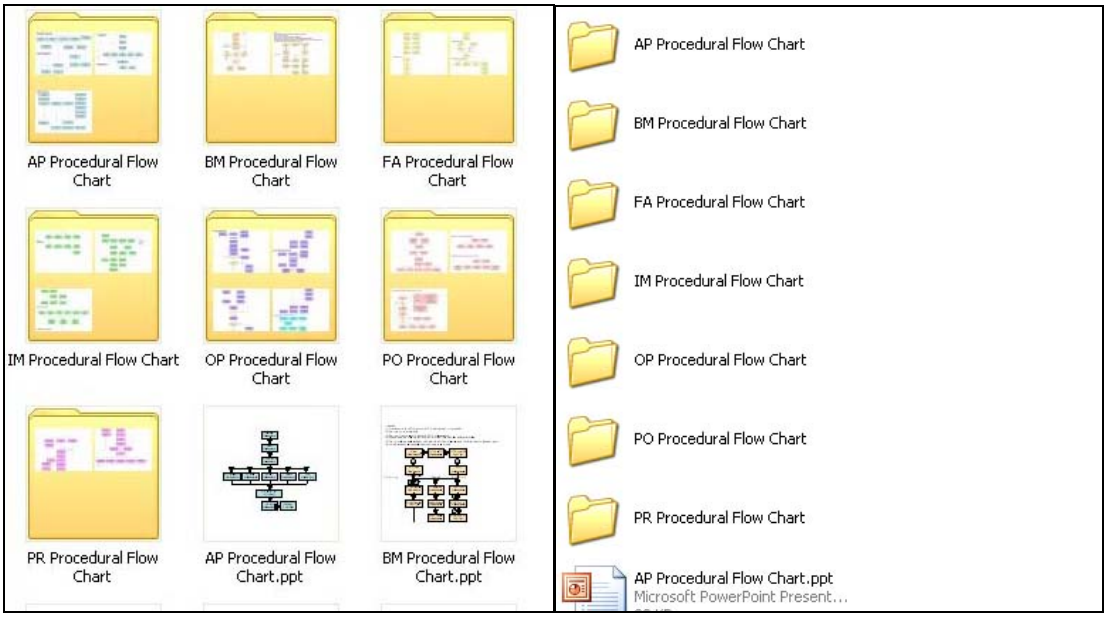


Figure 14

Icons **List**

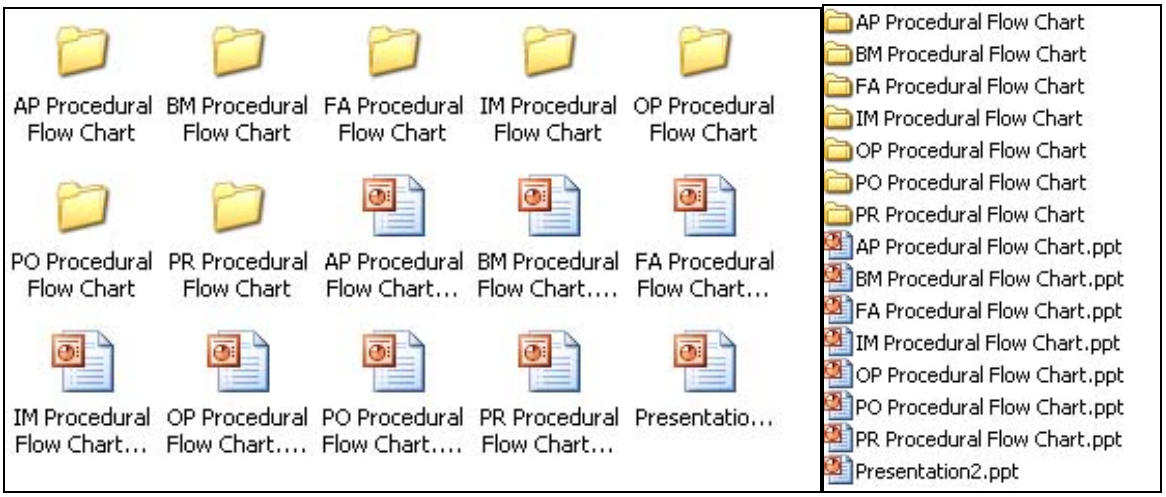
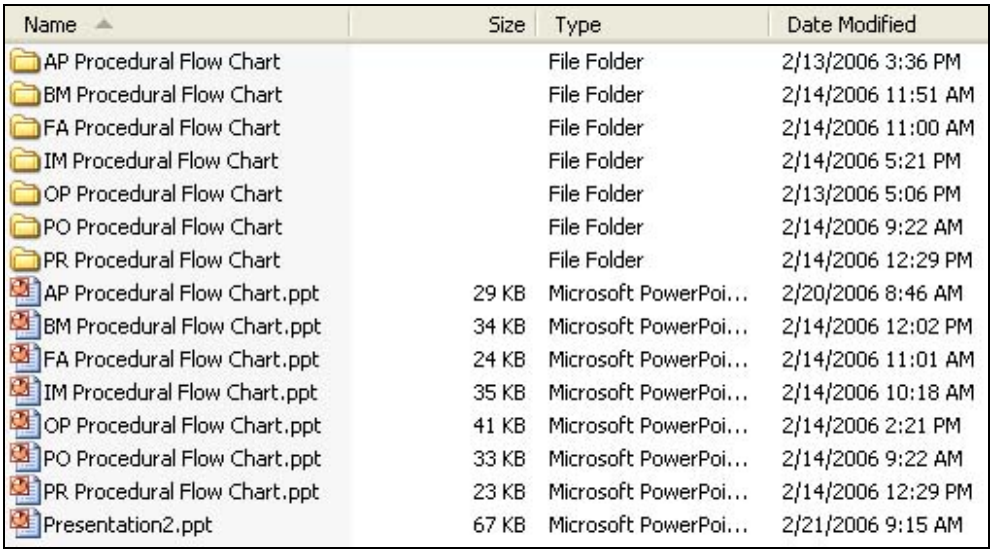


Figure 15

Details



Name	Size	Type	Date Modified
AP Procedural Flow Chart		File Folder	2/13/2006 3:36 PM
BM Procedural Flow Chart		File Folder	2/14/2006 11:51 AM
FA Procedural Flow Chart		File Folder	2/14/2006 11:00 AM
IM Procedural Flow Chart		File Folder	2/14/2006 5:21 PM
OP Procedural Flow Chart		File Folder	2/13/2006 5:06 PM
PO Procedural Flow Chart		File Folder	2/14/2006 9:22 AM
PR Procedural Flow Chart		File Folder	2/14/2006 12:29 PM
AP Procedural Flow Chart.ppt	29 KB	Microsoft PowerPoi...	2/20/2006 8:46 AM
BM Procedural Flow Chart.ppt	34 KB	Microsoft PowerPoi...	2/14/2006 12:02 PM
FA Procedural Flow Chart.ppt	24 KB	Microsoft PowerPoi...	2/14/2006 11:01 AM
IM Procedural Flow Chart.ppt	35 KB	Microsoft PowerPoi...	2/14/2006 10:18 AM
OP Procedural Flow Chart.ppt	41 KB	Microsoft PowerPoi...	2/14/2006 2:21 PM
PO Procedural Flow Chart.ppt	33 KB	Microsoft PowerPoi...	2/14/2006 9:22 AM
PR Procedural Flow Chart.ppt	23 KB	Microsoft PowerPoi...	2/14/2006 12:29 PM
Presentation2.ppt	67 KB	Microsoft PowerPoi...	2/21/2006 9:15 AM

Figure 16

Folder Settings

A recommended folder setting allows you to see file extensions so that you can tell what kind of file it is.

1. To change folder settings, select **Tools|Folder Options**.

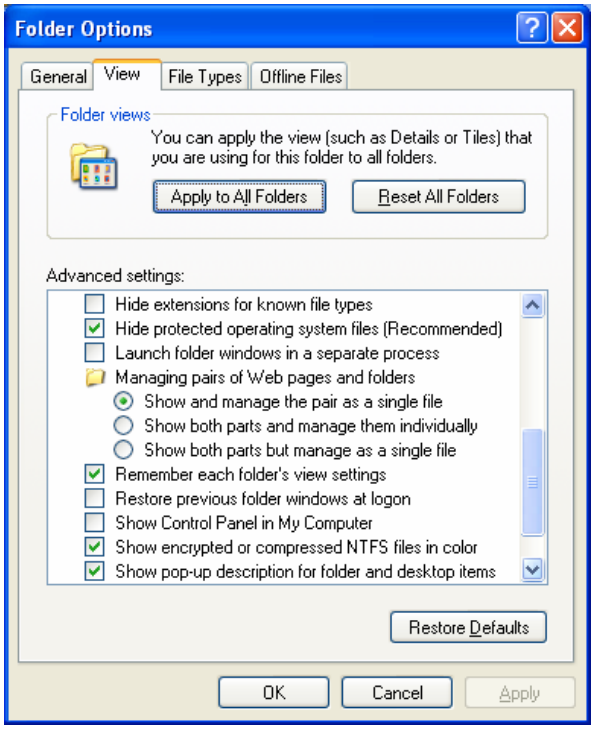

Folder Options
General
View
File Types
Offline Files
Folder views
You can apply the view (such as Details or Tiles) that you are using for this folder to all folders.
Apply to All Folders
Reset All Folders
Advanced settings:
Hide extensions for known file types
Hide protected operating system files (Recommended)
Launch folder windows in a separate process
Managing pairs of Web pages and folders
Show and manage the pair as a single file
Show both parts and manage them individually
Show both parts but manage as a single file
Remember each folder's view settings
Restore previous folder windows at logon
Show Control Panel in My Computer
Show encrypted or compressed NTFS files in color
Show pop-up description for folder and desktop items
Restore Defaults
OK
Cancel
Apply

Figure 17

2. Select the **View** tab.
3. Scroll down until you see **Hide extensions for known file types**. Make sure the check box has been cleared.
4. Click **OK**.

Shortcuts

Shortcuts are icons that link to a program, file, or folder. The shortcut is usually located on the desktop to link to something that you use frequently.

Figure 18

Shortcuts can be identified by the small arrow in a white box at the lower-left corner of the icon. When you delete a shortcut, you do not delete the program or object that it links to.

Method 1

To put a shortcut on your desktop, there are two different methods. In this first example, we will put a shortcut to Windows Media Player on the desktop:

1. Right-click anywhere on your desktop.

Figure 19

2. Select **New|Shortcut**.

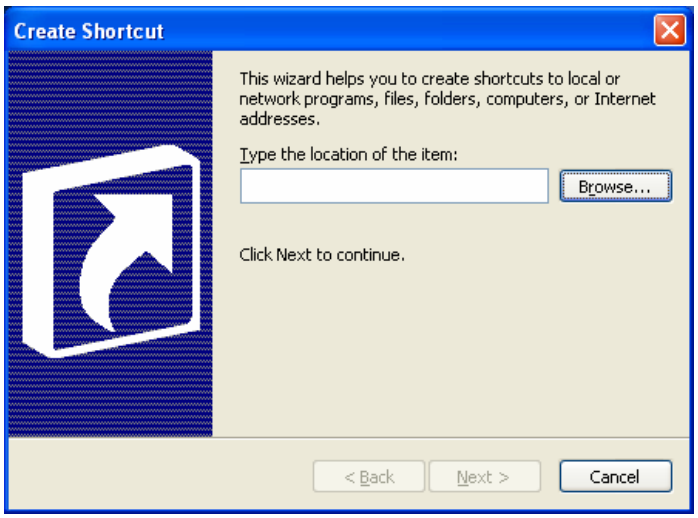

Create Shortcut
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.
Type the location of the item:
Browse...
Click Next to continue.
< Back
Next >
Cancel

Figure 20

3. If you know the location (file path) of the item, type it in the field. If not, click **Browse**.

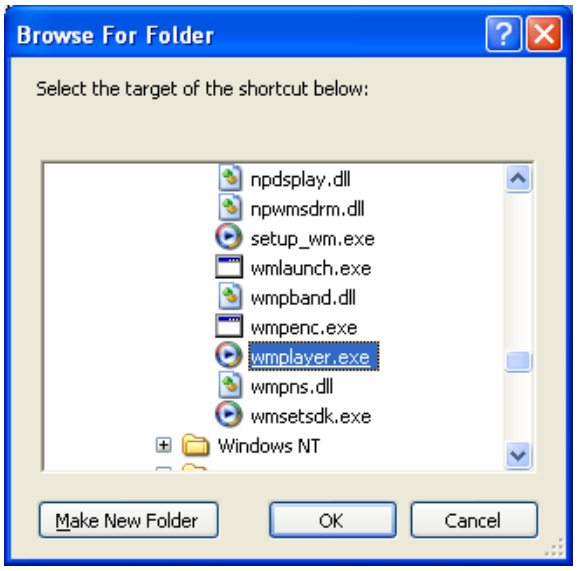


Figure 21

4. Open the folders by clicking the + icon. Open **My Computer|Local Disk|Program Files|Windows Media Player**.
5. Select the executable (.EXE) that corresponds to Windows Media Player.
6. Click **OK**.
7. Click **Next**.
8. Type a name for the shortcut or click **Finish** to create the shortcut.

Method 2

To use the second method of creating a shortcut, follow these steps. In this example, we will be putting a shortcut to the games folder on the desktop:

1. Double-click the **My Computer** icon or select **Start|My Computer**.
2. Double-click the **Local Disk** icon.
3. Open the following folders: **Documents and Settings**, **All Users**, **Start Menu**, **Programs**.
4. Right-click the **Games** folder.

Figure 22

5. Select **Create Shortcut**.

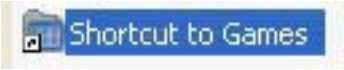


Figure 23

6. The icon **Shortcut to Games** appears at the bottom of the list.
7. Drag and drop the **Shortcut to Games** icon onto the desktop.

Changing Windows's Appearance

If you would like to change the way your desktop looks, follow these steps:

8. Right-click anywhere on the desktop:

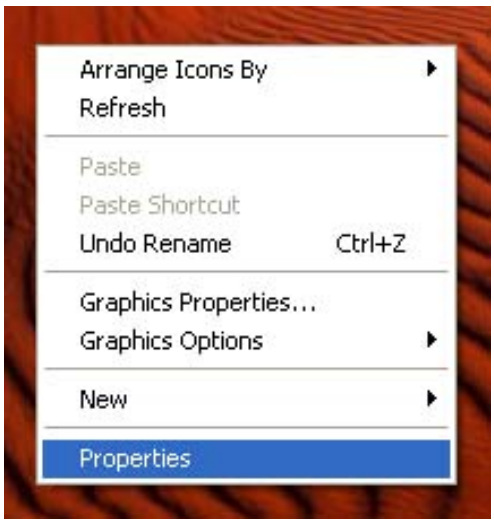


Figure 24

9. Select **Properties**.

Figure 25

10. At the **Themes** tab, you can change the Windows theme. Themes are combinations of desktop wallpaper, window style, and icon style.

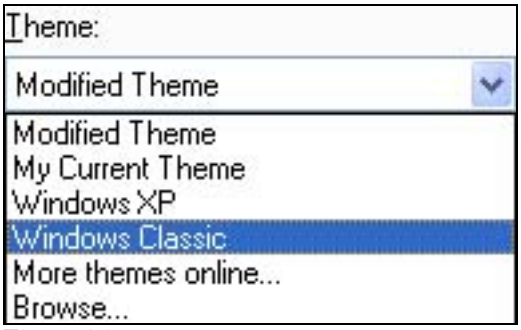


Figure 26

11. For example, you can choose the **Classic Windows** theme to make your windows look as they did in older versions of Windows.

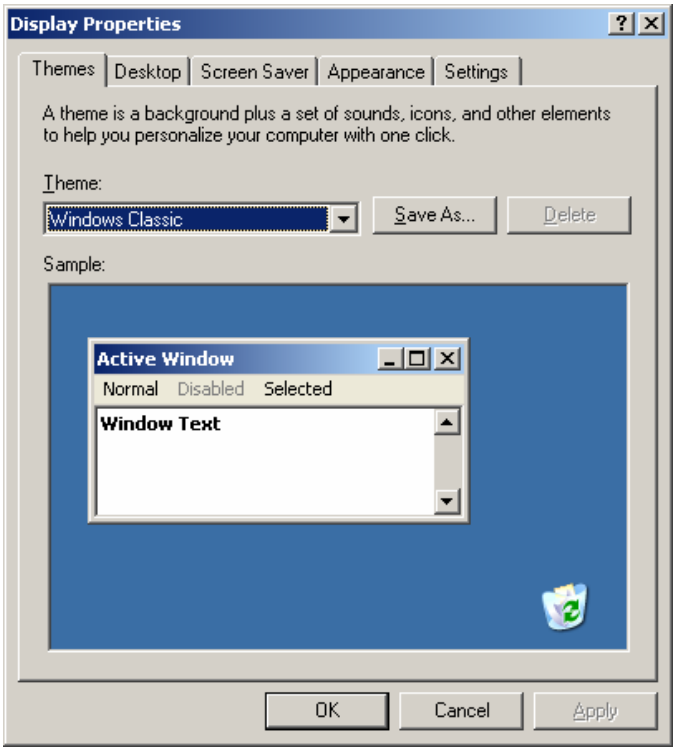


Figure 27

12. To change the background wallpaper, select the **Desktop** tab.

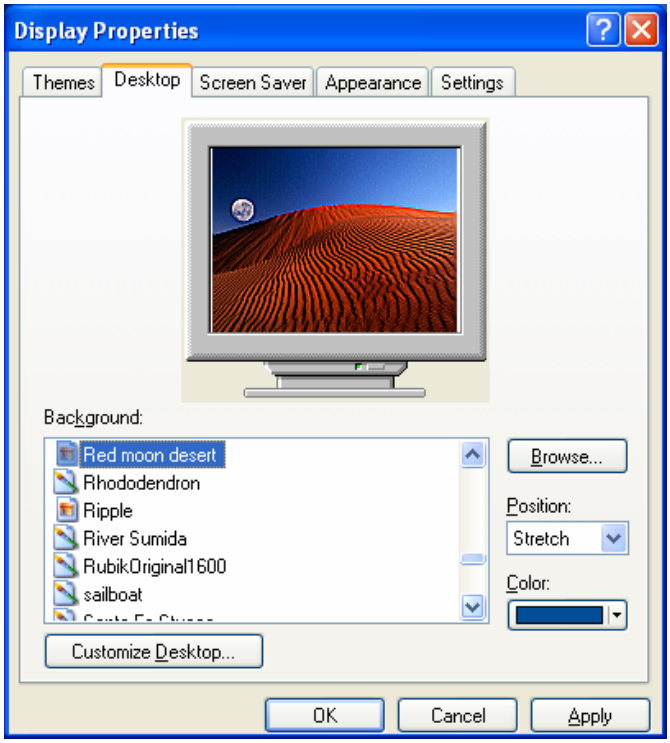


Figure 28

13. From the **Background** field, select the background photo that you want and click **Apply**.
14. To install a custom photo, do the following:

    - The photo must be in bitmap (.BMP) format.
    - Select **Start|My Computer**.
    - Double-click the **Local Disk** icon.
    - Open the **WINDOWS** folder.
    - Place the photo in the **WINDOWS** folder.

15. To change the window colors, select the **Appearance** tab.

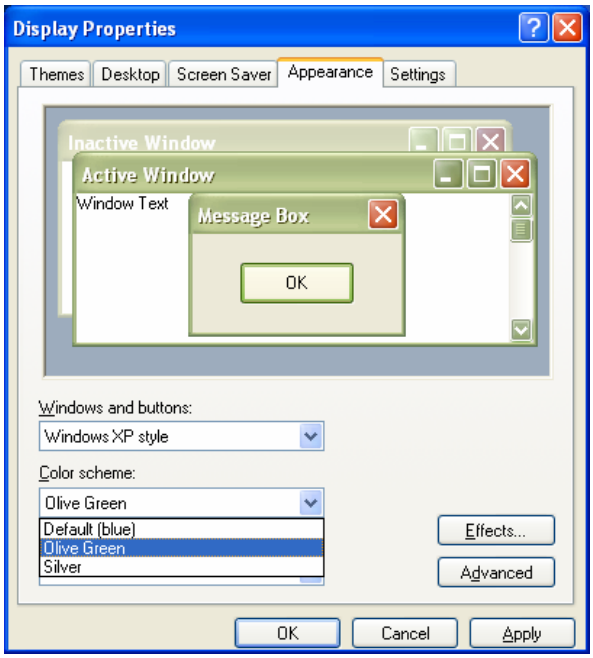


Figure 29

16. From the **Color scheme** drop-down menu, select the color scheme that you want.

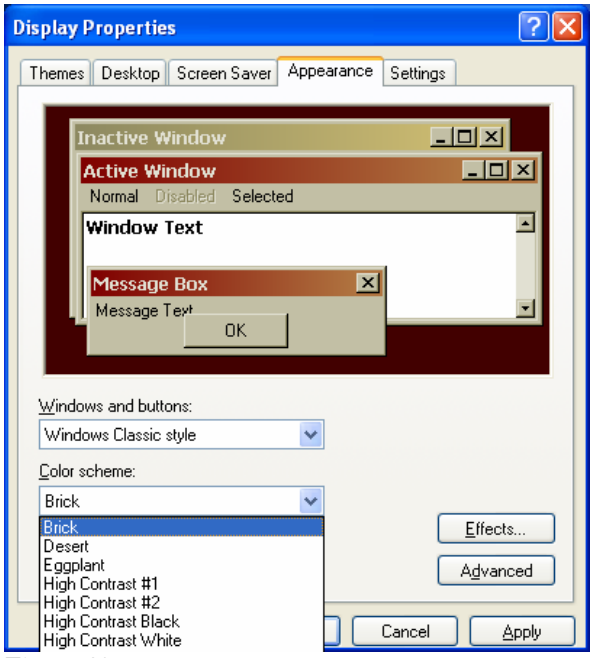


Figure 30

17. If you select **Windows Classic Style** from the **Windows and buttons** drop-down menu, you can select from a much longer list of color schemes.

Screen Saver

To enable your screen saver, follow these steps:

1. Right-click on your desktop.

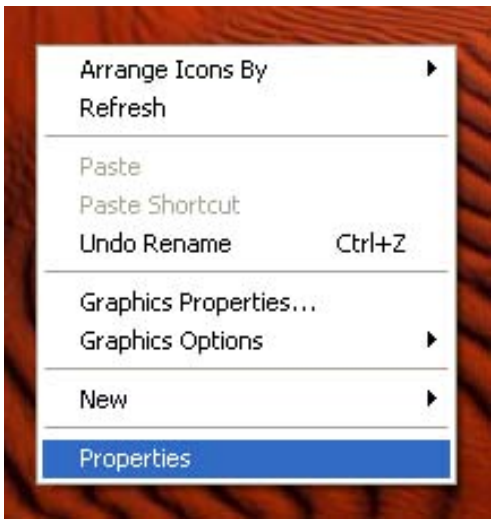


Figure 31

2. Select **Properties**.

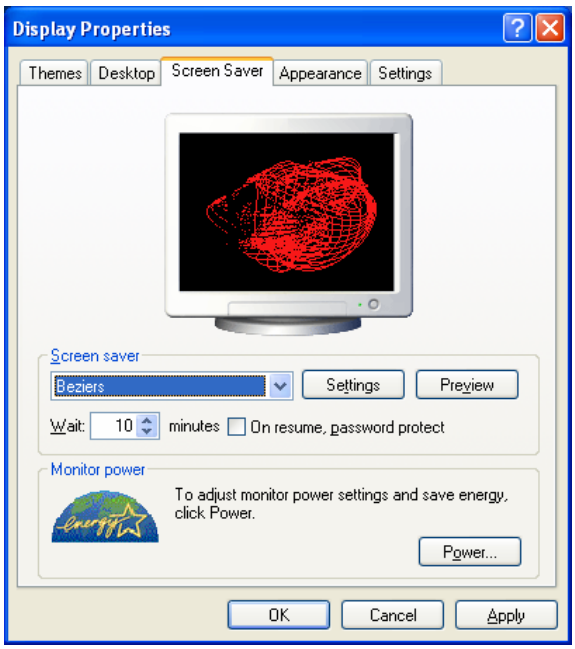


Figure 32

3. From the **Screen saver** drop-down menu, select a screen saver. You can see a preview of the screen saver in the upper half of the window or you can click **Preview** to see a full-screen sample.
4. In the **Wait** field, type the number of minutes to delay before starting the screen saver.
5. If you want to prevent people from using your idle computer, check the **On resume, password protect** box. You will need to enter your Windows login to turn off the screen saver once it has started.
6. Click **OK** twice to close the **Display Properties** window.

To disable your screen saver, take the following steps:

1. Right-click on your desktop and select **Properties**.

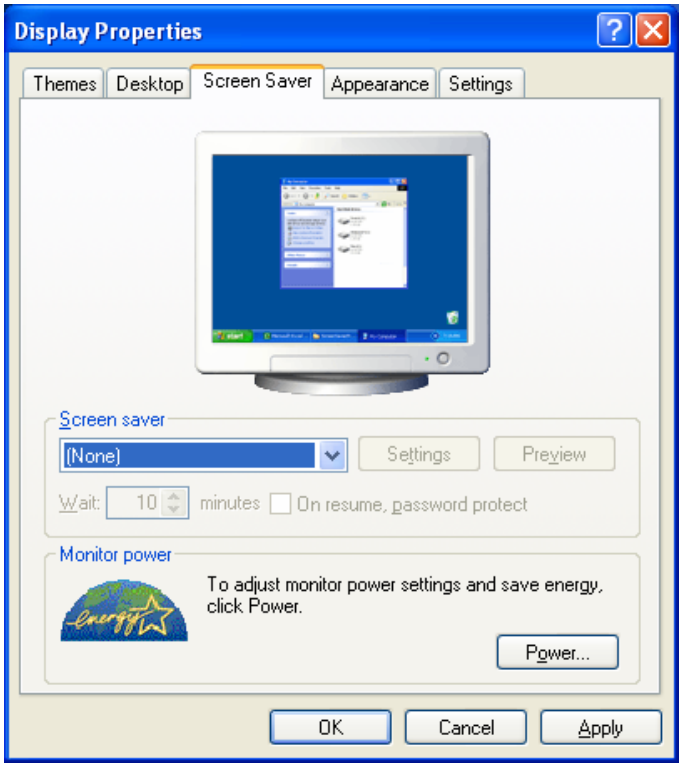


Figure 33

2. Select the **Screen Saver** tab.
3. From the **Screen saver** drop-down menu, select **(None)**.
4. Click **OK** twice to close the **Display Properties** window.

Control Panel

Select the **Control Panel** if you need to make adjustments to your computer's settings. Most of the settings on the **Control Panel** should be adjusted only under the direction of the IT staff.

Figure 34

Mouse Buttons **Date and Time** **Languages** **Physical Impairments**

1. Select **Start | Control Panel**.

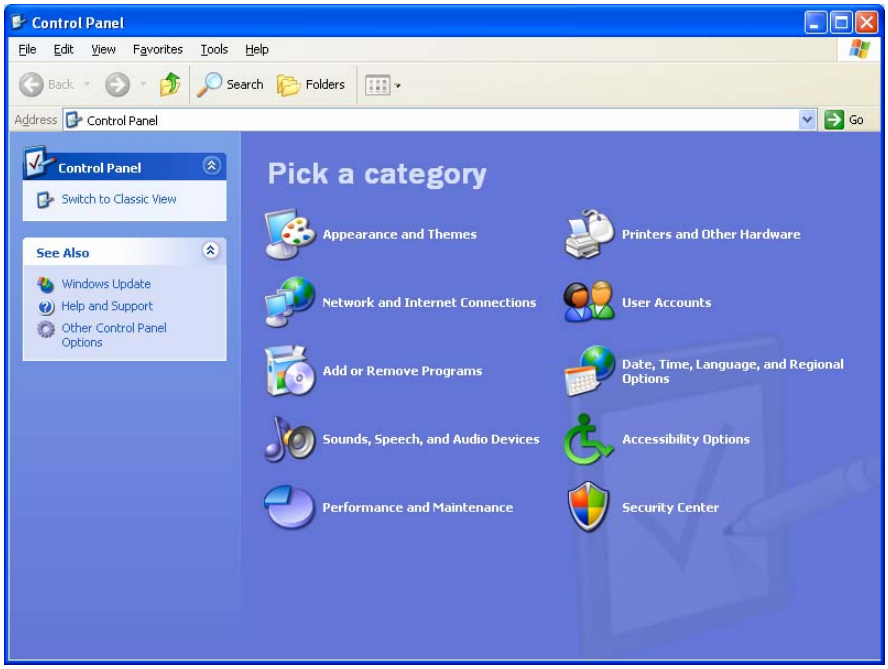


Figure 35

Changing the Mouse Buttons

If you are left-handed and you want to switch the left and right mouse buttons, do the following:

1. From the **Control Panel**, select **Printers and Other Hardware**.

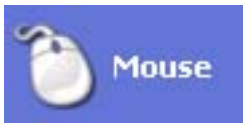


Figure 36

2. Select **Mouse**. The next screen's appearance will vary depending on what kind of mouse or other input devices you are using.

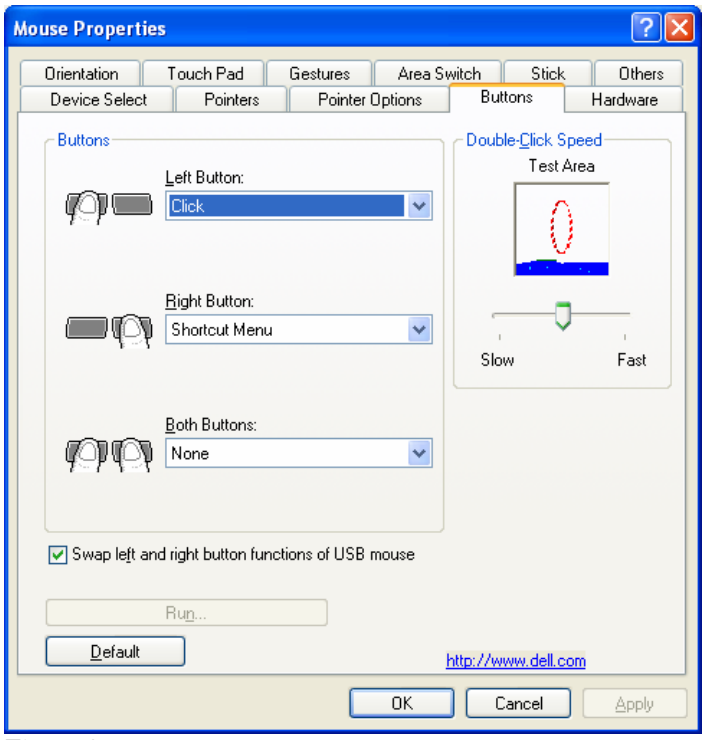


Figure 37

3. Select the **Buttons** tab.
4. Look for an option that says something similar to "Swap left and right buttons." Check the check box. Click **OK** to close the window.
5. In some cases, you will be prompted to click the primary button to change the button orientation. Follow whichever instructions you have in your **Mouse Properties** window.

Adjusting Date and Time

Your computer should obtain the correct date and time from the network servers. However, if you need to make changes, follow these steps:

1. From the **Control Panel**, select **Date, Time, Language, and Regional Options**.
2. Select **Date and Time**.

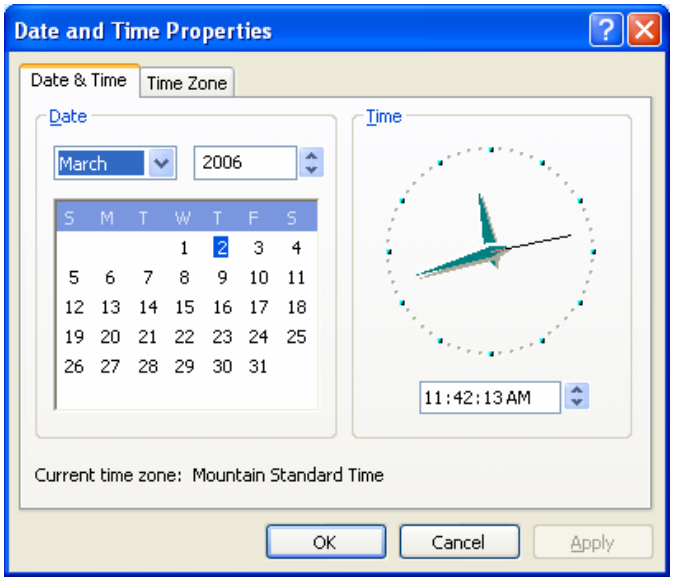


Figure 38

3. To change the month, select it from the drop-down menu.
4. To change the day, click the correct day on the calendar.
5. To change the year, click the up and down arrow keys or type in the correct year.
6. To change the time, click the up and down arrow keys or type in the correct time.
7. To change the time zone, select the **Time Zone** tab.

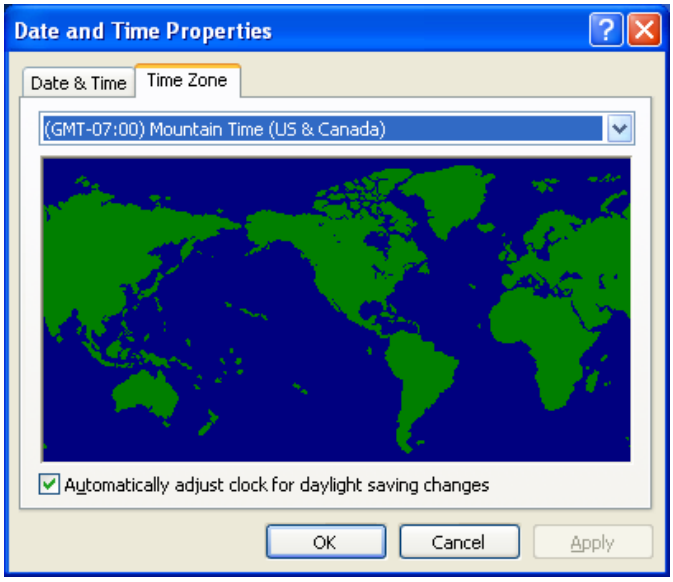


Figure 39

8. From the drop-down menu, select the time zone that corresponds to your location.
9. To activate daylight savings time (if it is observed in your country), check the **Automatically adjust clock for daylight saving changes** box.

Language and Country-Specific Adjustments

To customize your computer to use the conventions of your language and country, do the following:

1. From the **Control Panel**, select **Date, Time, Language, and Regional Options**.
2. Select **Regional and Language Options**.

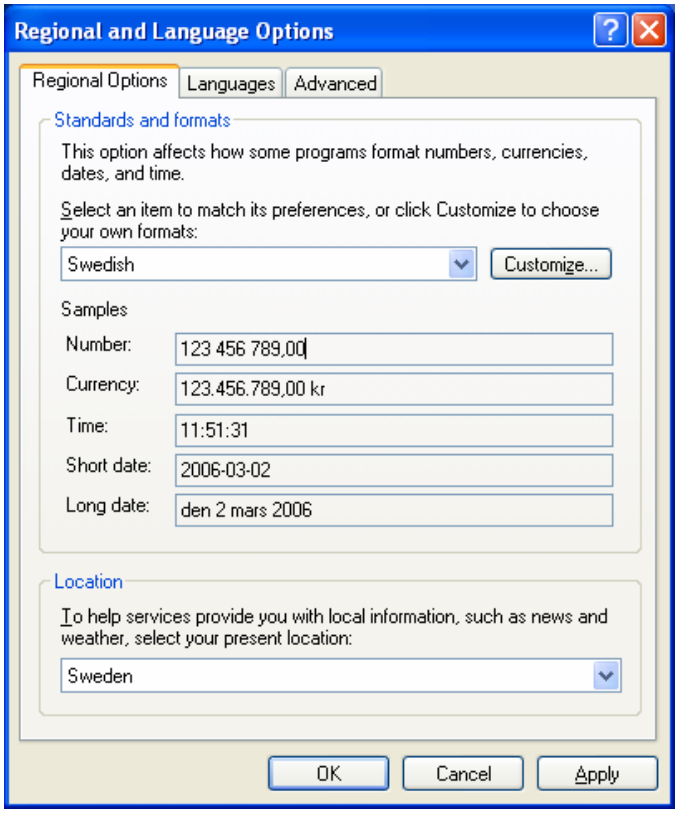


Figure 40

3. In the **Regional Options** tab, select your language from the drop-down menu. The computer will then use your country's conventions regarding number and currency punctuation and time and date format.

Language-Specific Keyboards

If you want your keyboard to have a layout that is specific to a language, do the following:

Windows XP

1. From the **Control Panel**, select **Date, Time, Language, and Regional Options**.
2. Select **Regional and Language Options**.
3. Select the **Languages** tab.

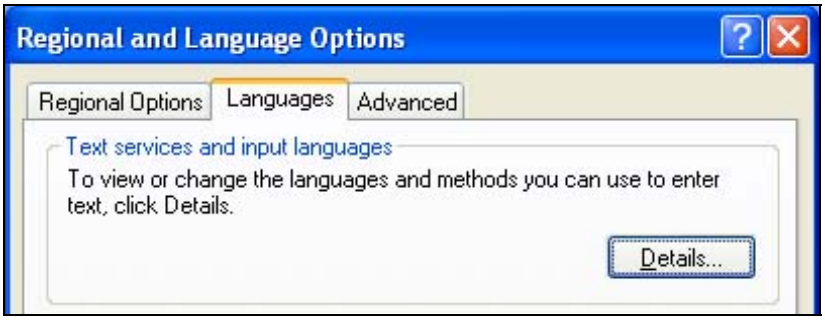

Regional and Language Options
Regional Options
Languages
Advanced
Text services and input languages
To view or change the languages and methods you can use to enter text, click Details.
Details...

Figure 41

4. Click **Details**.

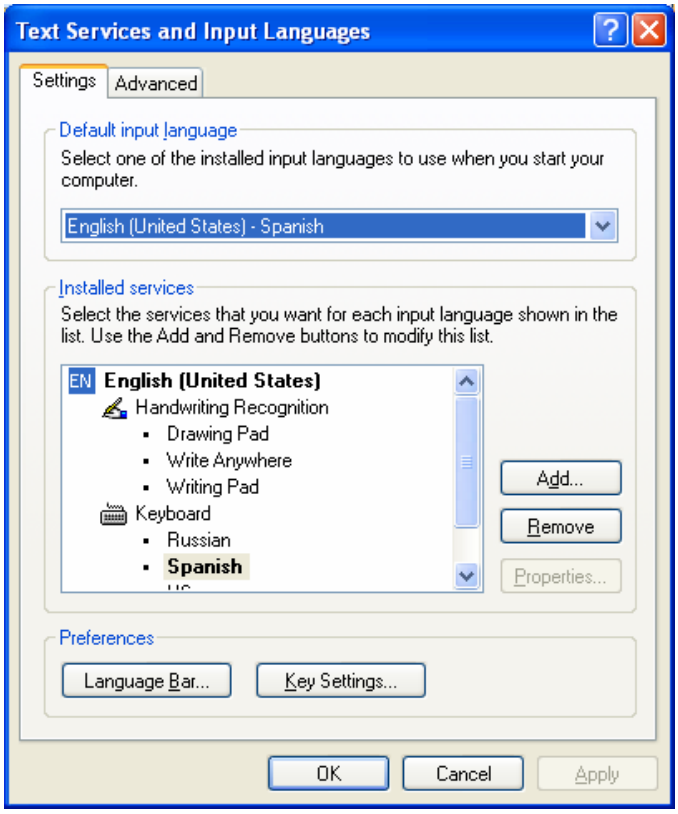


Figure 42

5. Click **Add**.

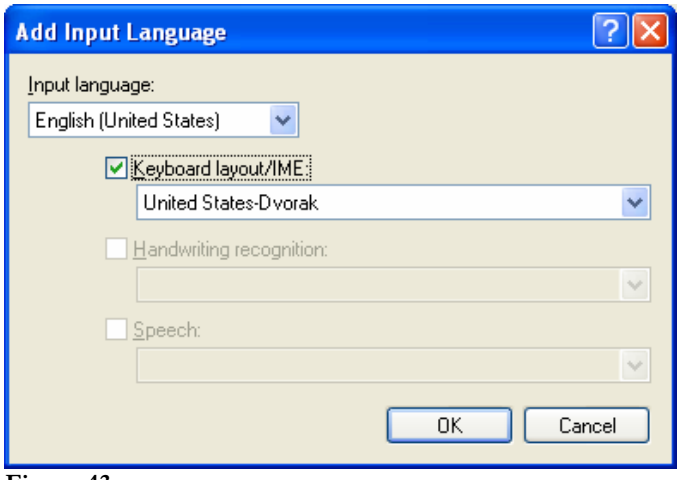


Figure 43

6. Check the **Keyboard layout/IME** box. The drop-down menu is activated.

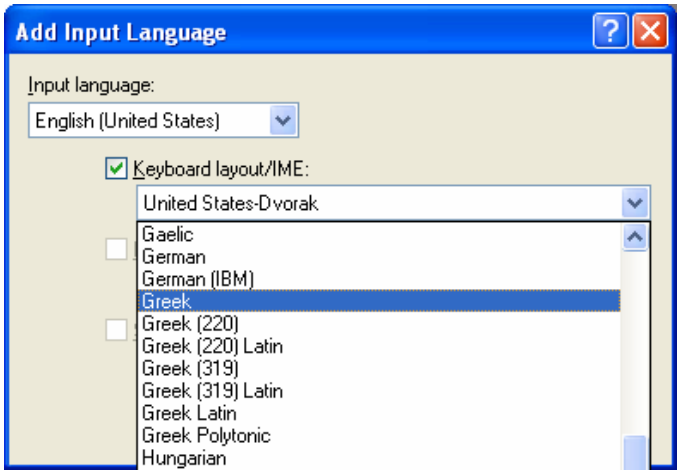
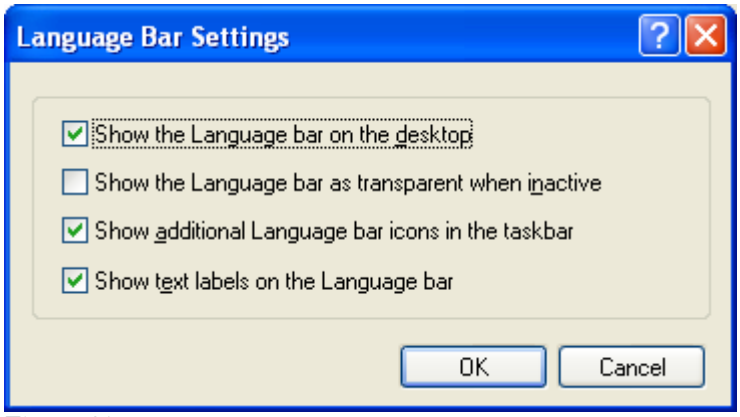


Figure 44

7. From the drop-down menu, select the language that you want. Click **OK** once.
8. If you want to switch between keyboards, click **Language Bar**.


Language Bar Settings
Show the Language bar on the desktop
Show the Language bar as transparent when inactive
Show additional Language bar icons in the taskbar
Show text labels on the Language bar
OK
Cancel
Figure 45

9. Select **Show the Language bar on the desktop**. Click **OK**.

Figure 46

10. Windows puts the **Language** bar along the top of the screen. It is always on top. You can also drag the **Language** bar onto the Windows taskbar.
11. Select the keyboard from the drop-down menu.

Windows 2000 and Earlier

1. Select **Start | Settings | Control Panel**.
2. If the **Text Services** icon is available, double-click the **Text Services** icon, and then select the **Settings** tab.
3. Under **Installed Services**, click **Add**.
4. In the **Input Language** box, click the language you want, and then click **OK**.
5. The keyboard language you selected appears in the **Installed Services** box.
6. If you want to be able to switch keyboard layouts by using the **Language** bar, click **Language Bar** under **Preferences**, and then select the **Show the Language bar on the desktop** check box.
7. If the **Text Services** icon is not available, double-click the **Keyboard** icon.
8. If you are running Microsoft Windows NT version 4.0 or Microsoft Windows 2000, click the **Input Locales** tab.
9. Click **Add**.
10. Do one of the following:
    1. If you are running Windows 98 or Windows Me, click the language you want in the **Language** list, and then click **OK**.
    2. If you are running Windows NT 4.0 or Windows 2000, click the language you want in the **Input locale** list, and then click **OK**.
11. If you want to be able to switch keyboard layouts by using the Windows taskbar, make sure the **Enable indicator on taskbar** check box is selected.

To type East Asian text (Chinese, Japanese, Korean), you need an IME (input method editor) device.

Sample Keyboards

Spanish

lower-case													
º	1	2	3	4	5	6	7	8	9	0	’	¡	Backspace
Tab	q	w	e	r	t	y	u	i	o	p	`	+	ç
Caps	a	s	d	f	g	h	j	k	l	ñ	´	Enter	
Shift	z	x	c	v	b	n	m	,	.	-	Shift		
CAPS													
ª	!	”	·	$	%	&	/	(	)	=	?	¿	Backspace
Tab	Q	W	E	R	T	Y	U	I	O	P	^	*	Ç
Caps	A	S	D	F	G	H	J	K	L	Ñ		Enter	
Shift	Z	X	C	V	B	N	M	;	:	_	Shift		

Swedish with Sami

lower-case													
§	1	2	3	4	5	6	7	8	9	0	+	´´	Backspace
Tab	q	w	e	r	t	y	u	i	o	p	å		
Caps	a	s	d	f	g	h	j	k	l	ö	ä	Enter	
Shift	z	x	c	v	b	n	m	,	.	-	Shift		
CAPS													
½	¡	“	#	¤	%	&	/	(	)	=	¿	``	Backspace
Tab	Q	W	E	R	T	Y	U	I	O	P	Å	^	*
Caps	A	S	D	F	G	H	J	K	L	Ö	Ä	Enter	
Shift	Z	X	C	V	B	N	M	;	:	_	Shift		

Russian

lower-case													
ё	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
Tab	й	ц	у	к	е	н	г	ш	щ	з	х	ъ	\
Caps	ф	ы	в	а	п	р	о	л	д	ж	э	Enter	
Shift	я	ч	с	м	и	т	ь	б	ю	.	Shift		
CAPS													
Ё	¡	“	№	;	%	:	¿	*	(	)	_	+	Backspace
Tab	Й	Ц	У	К	Е	Н	Г	Ш	Щ	З	Х	Ъ	/
Caps	Ф	Ы	В	А	П	Р	О	Л	Д	Ж	Э	Enter	
Shift	Я	Ч	С	М	И	Т	Ь	Б	Ю	,	Shift		

Greek

lower-case													
`	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
Tab	;	ς	ε	ρ	τ	υ	θ	ι	ο	π	[	]	\
Caps	α	σ	δ	φ	γ	η	ξ	κ	λ		‘’	Enter	
Shift	΄ζ	χ	ψ	ω	β	ν	μ	,	.	/	Shift		
CAPS													
~	¡	@	#	$	%	^	&	*	(	)	_	+	Backspace
Tab	;	ς	Ε	Ρ	Τ	Υ	Θ	Ι	Ο	Π	{	}	|
Caps	Α	Σ	Δ	Φ	Γ	Η	Ξ	Κ	Λ		”	Enter	
Shift	¨Ζ	Χ	Ψ	Ω	Β	Ν	Μ	<	>	?	Shift		

Foreign Language Characters

One way to insert foreign characters into a text is to use the ASCII code. Press and hold Alt, then type the four-digit ASCII code into the numbers keypad. **Note:** You cannot use the number keys on the top row of the keyboard.

This method of entering special characters works with all applications. Microsoft Word has a more efficient method of adding diacritical marks. See the **European Characters** section.

Code	Character	Code	Character	Code	Character
0161	¡	0163	£	0165	¥
0169	©	0170	ª	0171	«
0174	®	0181	µ	0182	¶
0186	º	0187	»	0191	¿
0192	À	0193	Á	0194	Â
0195	Ã	0196	Ä	0197	Å
0198	Æ	0199	Ç	0200	È
0201	É	0202	Ê	0203	Ë
0204	Ì	0205	Í	0206	Î
0207	Ï	0208	Ð	0209	Ñ
0210	Ò	0211	Ó	0212	Ô
0213	Õ	0214	Ö	0215	×
0216	Ø	0217	Ù	0218	Ú
0219	Û	0220	Ü	0221	Ý
0222	Þ	0223	ß	0224	à
0225	á	0226	â	0227	Ã
0228	ä	0229	å	0230	æ
0231	ç	0232	è	0233	é
0234	ê	0235	ë	0236	Ì
0237	í	0238	î	0239	ï
0240	ð	0241	ñ	0242	ò
0243	ó	0244	ô	0245	õ
0246	ö	0248	ø	0249	ù
0250	ú	0251	û	0252	ü
0253	ý	0254	þ	0255	ÿ

Compensating for Physical Impairments

If your vision, hearing, or motor functions are impaired, you can use special Windows features to make using the computer easier and more efficient.

Hearing Impairment **Motor Impairment**

Visual Impairments

To help you see the screen better, follow these steps:

1. From the **Control Panel**, select **Accessibility Options**.

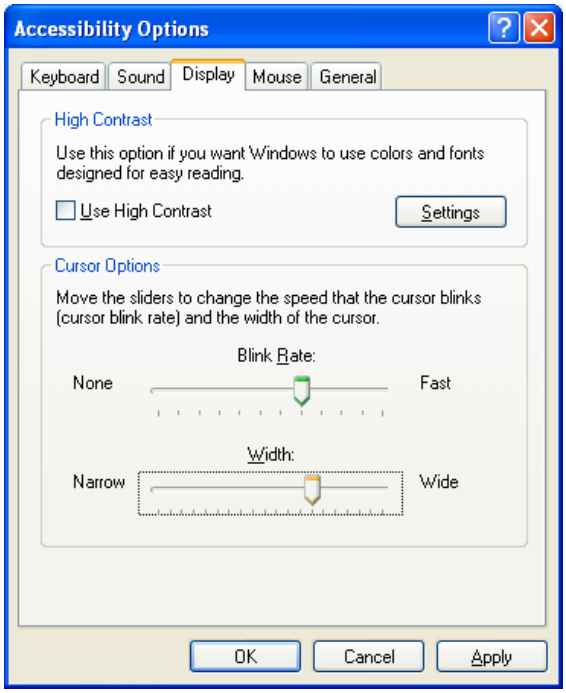


Figure 47

2. Select the **Display** tab.
3. If you want to use colors and fonts that are designed for easy reading, check the **Use High Contrast** box.
4. If you want to slow the blink rate of the cursor, adjust the **Blink Rate** slide.
5. If you want to make the cursor wider, adjust the **Width** slide.
6. To magnify parts of the screen, use the magnifier. Access it in one of two ways:
7. With the mouse: Select **Start | All Programs | Accessories | Accessibility | Magnifier**.

8. With the keyboard: Press the Windows icon button or press **Ctrl+Esc**. Type `r`. Type `magnify`.

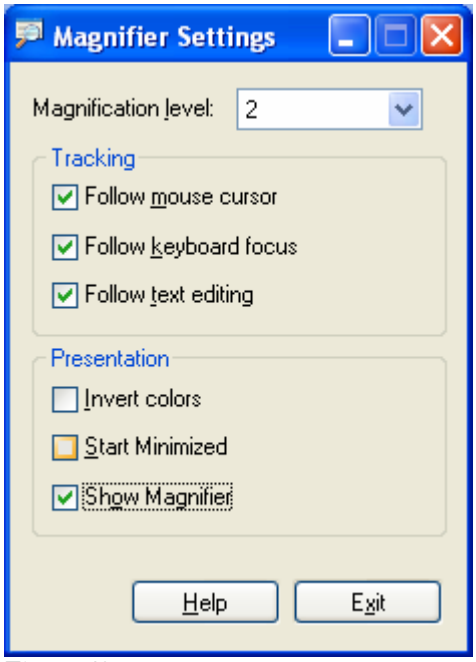


Figure 48

9. The **Magnifier Settings** window opens, and a space at the top of the screen opens. The space at the top is the magnifier.
10. With the default settings shown above, the magnifier will show the area of the screen where the mouse is, where something is being typed, or where text is being edited.
11. From the **Magnification level** drop-down menu, select the level of magnification that you want.
12. Click the **Start Minimized** box to run the magnifier at start-up.
13. Click **Exit** to close the magnifier.
14. To hear the on-screen text read, select **Start | All Programs | Accessories | Accessibility | Narrator**.

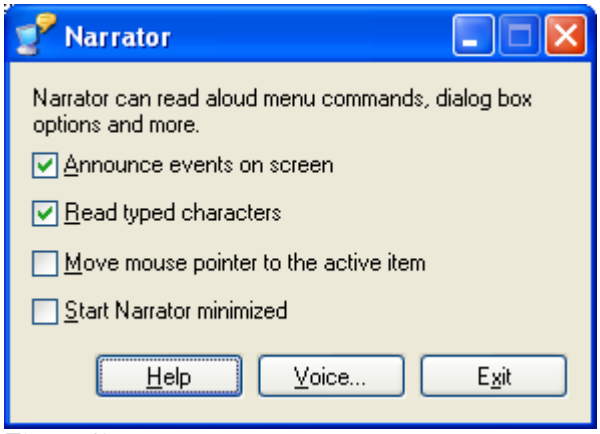


Figure 49

15. To hear on-screen events announced, check the **Announce events on screen** box.
16. To hear typed characters, check the **Read typed characters** box.
17. To run Narrator at start-up, check the **Start Narrator minimized** box.
18. Click **Voice** to change the speed, volume, and pitch of the narrator voice.
19. Click **Exit** to close the narrator.

Hearing Impairments

To help you become aware of auditory cues, follow these steps:

1. From the **Control Panel**, select **Accessibility Options**.
2. Select **Accessibility Options**.

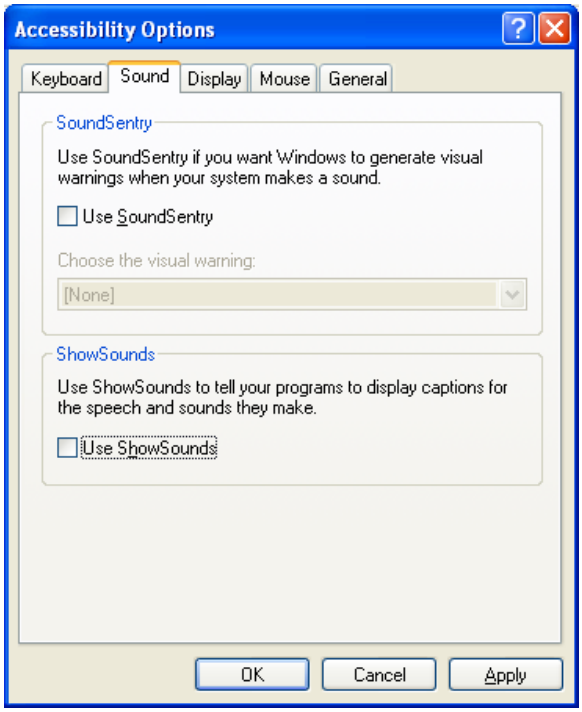


Figure 50

3. Select the **Sound** tab.
4. If you want Windows to visually alert you to system sounds, check the **Use SoundSentry** box.
5. If you want your programs to use captioning when they make sounds, check the **Use ShowSounds** box.

Motor Impairments

To help you use the keyboard or mouse more easily, follow these steps:

1. From the **Control Panel**, select **Accessibility Options**.
2. Select **Accessibility Options**.

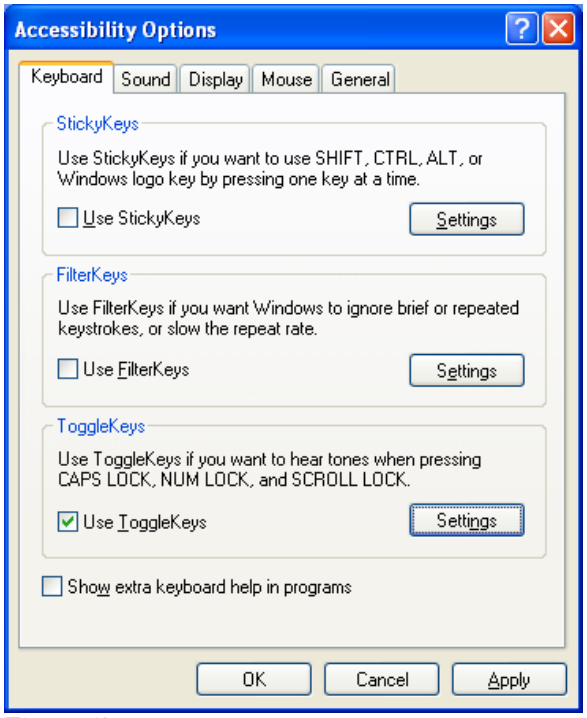


Figure 51

3. Select the **Keyboard** tab.
4. If you can type only one key at a time and want to use the **Shift**, **Ctrl**, or **Alt** keys, check the **Use StickyKeys** box. Click **Settings** to specify how StickyKeys works.
5. If you want Windows to ignore brief or repeated keystrokes or to slow the repeat rate, check the **Use FilterKeys** box. Click **Settings** to specify how FilterKeys works.
6. If you want to hear a tone when pressing **Caps Lock**, **Num Lock**, and **Scroll Lock**, check the **Use ToggleKeys** box. Click **Settings** to specify how ToggleKeys works.
7. If you have a special device for mouse or keyboard functions, select the **General** tab.
8. Check the **Use SerialKeys** box and click **Settings** to specify which serial port to use.
9. To activate an on-screen keyboard to use with the mouse, select **Start | All Programs | Accessories | Accessibility | On-Screen Keyboard**.

Searching for Files

If you cannot remember where a file is located, or if you want to find all files with a particular characteristic, you can use the search function.

1. To open the search function, do one of the following:

    - Select **Start | Search**.
    - From inside a folder, click the **Search** icon.

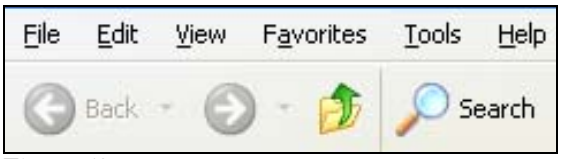


Figure 52

2. The **Search** folder opens.

What do you want to search for?
Pictures, music, or video
Documents (word processing, spreadsheet, etc.)
All files and folders
Printers, computers, or people

Figure 53

3. In the left-hand pane, you are given several options. If you are looking for multimedia files, select **Pictures, music, or video**. If you are looking for a document file, select **Documents**. If you want to include folders in your search, select **All files and folders**.

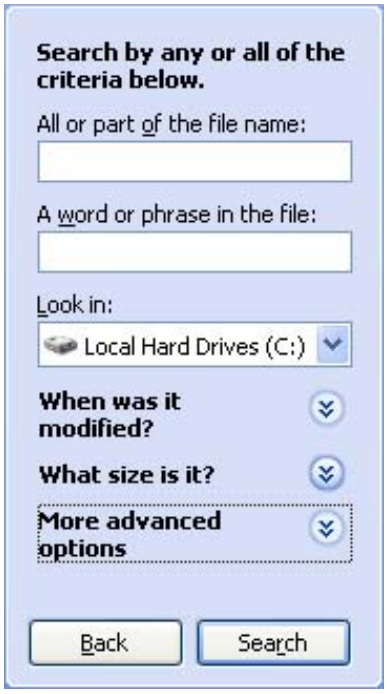

Search by any or all of the criteria below.
All or part of the file name:
A word or phrase in the file:
Look in:
Local Hard Drives (C:)
When was it modified?
What size is it?
More advanced options
Back
Search

Figure 54

4. To search for a file name, type all or part of the file name in the first field. If you want to look for all of a type of file, type the wildcard character (`*`) plus the file extension. For example, if you want to find all PowerPoint files, type `*.PPT`.
5. To search for a word or phrase that is in the file itself, type the word or phrase in the second field.
6. From the **Look in** drop-down menu, select where you want to search. The default setting, **Local Hard Drives**, lets you search your entire computer. If you need to search in a network folder, use the drop-down menu to find it.
7. If you want to add more parameters to the search, click the buttons.
8. Click **Search**.
9. The search results will appear in the right-hand pane.

Using Help

If you need help with a general Windows function, you can use Help to look for an answer to your question. To use Help, do the following:

1. Select **Start | Help and Support**.

Figure 55

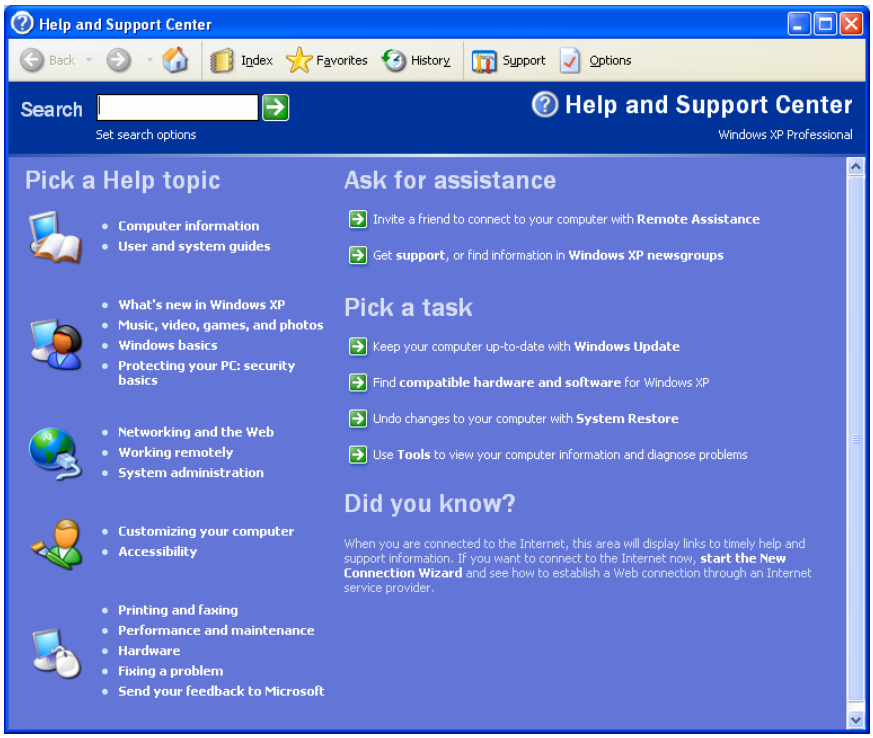

Help and Support Center
Back
Index
Favorites
History
Support
Options
Search
Set search options
Help and Support Center
Windows XP Professional
Pick a Help topic
Computer information
User and system guides
What's new in Windows XP
Music, video, games, and photos
Windows basics
Protecting your PC: security basics
Networking and the Web
Working remotely
System administration
Customizing your computer
Accessibility
Printing and faxing
Performance and maintenance
Hardware
Fixing a problem
Send your feedback to Microsoft
Ask for assistance
Invite a friend to connect to your computer with Remote Assistance
Get support, or find information in Windows XP newsgroups
Pick a task
Keep your computer up-to-date with Windows Update
Find compatible hardware and software for Windows XP
Undo changes to your computer with System Restore
Use Tools to view your computer information and diagnose problems
Did you know?
When you are connected to the Internet, this area will display links to timely help and support information. If you want to connect to the Internet now, start the New Connection Wizard and see how to establish a Web connection through an Internet service provider.

Figure 56

2. From the **Help and Support Center**, you can pick a help topic or ask for assistance. You can also search for a particular term by typing the term in the **Search** field and pressing **Enter**.
3. For example, if you select **User and system guides**, you will find links to user manuals that are specific to the computer you are using as well as Windows user guides.

Ending Frozen Programs

If a program freezes up, that is, if it stops responding to the keyboard or mouse inputs, you can stop the program manually.

1. Press **Ctrl+Alt+Delete**.
2. In some cases, the **Windows Security** screen appears. Click the **Task Manager** button. The **Windows Task Manager** appears.

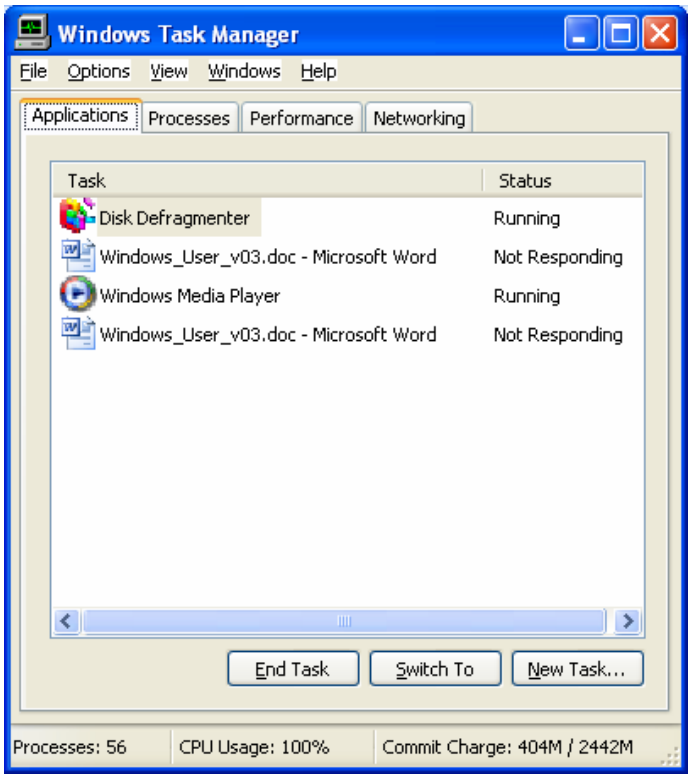

Windows Task Manager
File Options View Windows Help
Applications Processes Performance Networking
Task Status
Disk Defragmenter Running
Windows_User_v03.doc - Microsoft Word Not Responding
Windows Media Player Running
Windows_User_v03.doc - Microsoft Word Not Responding
End Task Switch To New Task...
Processes: 56 CPU Usage: 100% Commit Charge: 404M / 2442M

Figure 57

3. Select the **Applications** tab. If a program is frozen, its **Status** column will read **Not Responding**.
4. Select the program that is not responding. Click **End Task**.
5. Wait for the program to end. This may take some time.
6. After terminating an unresponsive program, Windows will ask if you want to report the event. You will need to be connected to the Internet to report the event.
7. If you have to terminate a program using **Task Manager**, you will lose all unsaved data.

Capturing Screen Shots

To capture a screen shot, follow these steps:

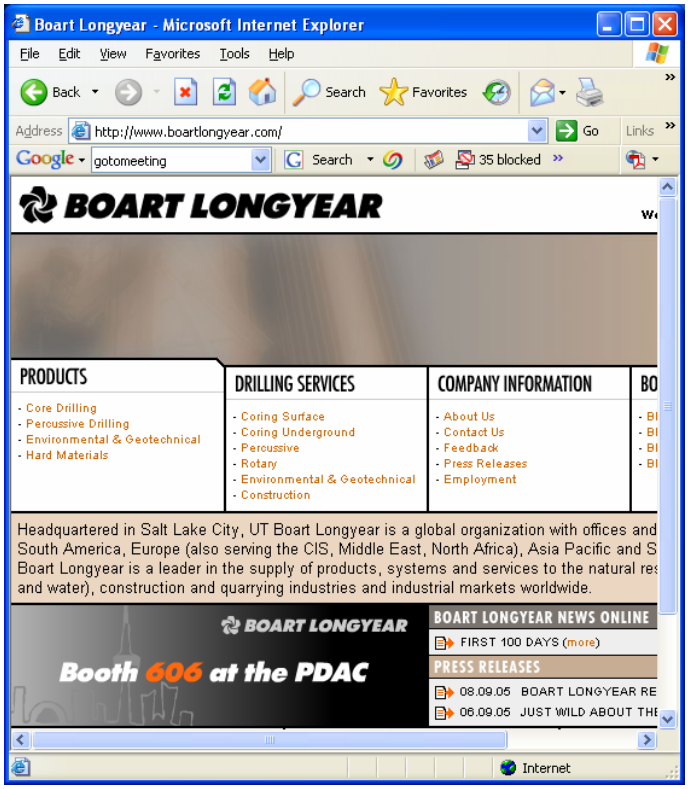
1. Decide whether you want to capture your entire screen or if you want only the active window.

`Prnt Scrn`	Entire screen
`Alt+Prnt Scrn`	Active window

2. Press **Prnt Scrn** or **Alt+Prnt Scrn**. Your screen shot is now on the Windows clipboard.

Figure 58

3. The above screen shot was created by pressing **Prnt Scrn**. Notice that everything on the screen was copied.


Boart Longyear - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.boartlongyear.com/
Go Links
Google gotomeeting Search 35 blocked
BOART LONGYEAR
PRODUCTS
- Core Drilling
- Percussive Drilling
- Environmental & Geotechnical
- Hard Materials
DRILLING SERVICES
- Coring Surface
- Coring Underground
- Percussive
- Rotary
- Environmental & Geotechnical
- Construction
COMPANY INFORMATION
- About Us
- Contact Us
- Feedback
- Press Releases
- Employment
Headquartered in Salt Lake City, UT Boart Longyear is a global organization with offices and
South America, Europe (also serving the CIS, Middle East, North Africa), Asia Pacific and S
Boart Longyear is a leader in the supply of products, systems and services to the natural re
and water), construction and quarrying industries and industrial markets worldwide.
BOART LONGYEAR
Booth 606 at the PDAC
BOART LONGYEAR NEWS ONLINE
FIRST 100 DAYS (more)
PRESS RELEASES
08.09.05 BOART LONGYEAR RE
06.09.05 JUST WILD ABOUT THE
Internet
Figure 59

4. The above screen shot was created by pressing **Alt+Prnt Scrn**. Notice that only the active window was copied.
5. To insert your screen shot into a Word document, place the cursor in the desired location in the document and press **Ctrl+V**.
6. To save the screen shot as a separate picture, select **Start | All Programs | Accessories | Paint**.
7. Press **Ctrl+V**.

Figure 60

8. To save the picture, select **File | Save As**.

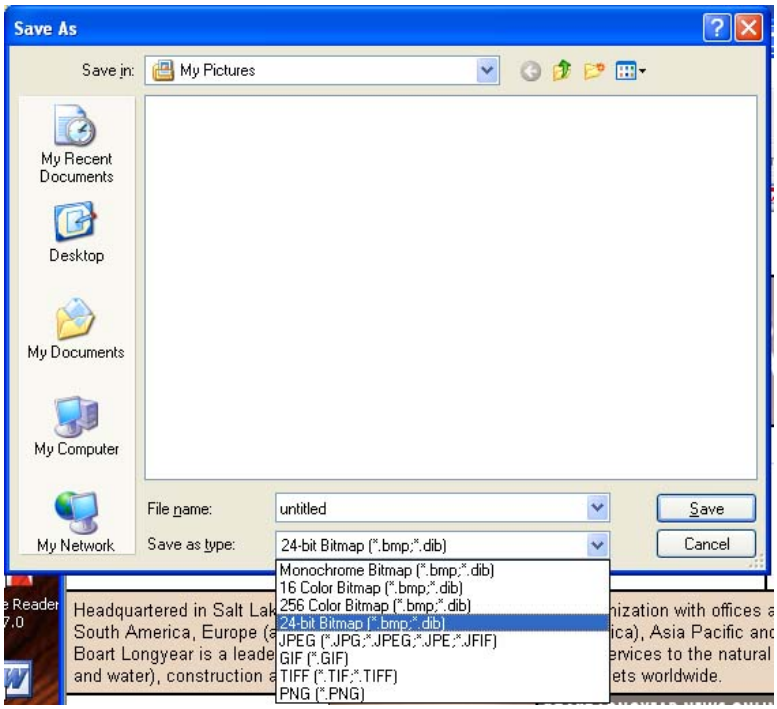


Figure 61

9. Select the file format. Notice that the picture will be saved in the **My Pictures** folder. This folder is inside the **My Documents** folder.

Shutting Down Windows

It is important that Windows be shut down properly before the computer is turned off. To shut down Windows, follow these steps:

1. Select **Start | Shut Down**.

Figure 62

2. In some versions of Windows, this screen appears. Select **Shut down** from the drop-down menu and click **OK**.
3. In other versions of Windows, a window with three buttons—**Stand By**, **Restart**, and **Shut Down**—appears. Click the **Shut Down** button.
4. In some computer configurations, the computer will switch off automatically after Windows shuts down. If your computer is still on after Windows shuts down, press the on/off switch on your computer. You may need to press and hold the on/off switch until the computer shuts off.

INTEL PROSET WIRELESS

Connecting to a Wireless LAN

If you have a laptop that is wireless-compatible (or if you have a wireless card in your desktop) and your Boart Longyear office has a wireless LAN, you can connect to the wireless LAN while you are in the office. (LAN means local area network). If you need access to wireless LANs in different Boart Longyear offices, you will need to set up a separate profile for each office.

To set up a profile for a wireless LAN, follow these steps:

1. In the notification area of the task bar (far-right side), find the wireless icon. (If you can't see it, click the button to show all icons.) Right-click the wireless icon.

Figure 63

2. Select **Enable Radio**.
3. Right-click again and select **Open IntelPROSet/Wireless**.

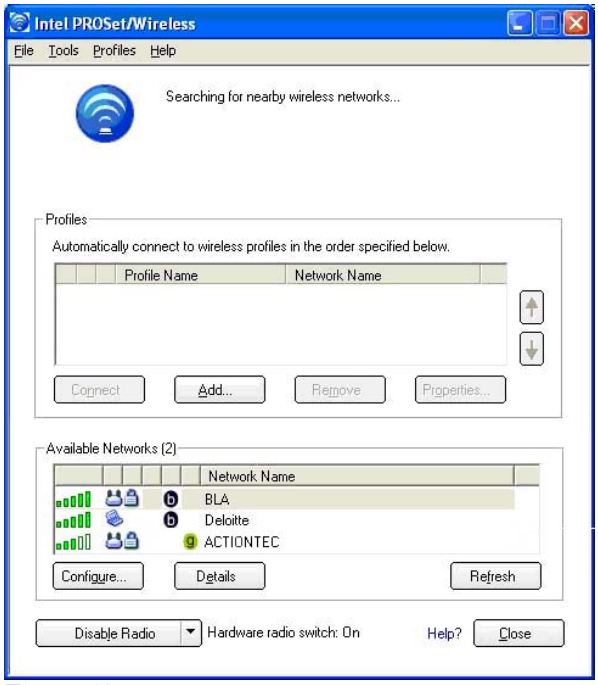


Figure 64

4. Wait for a few minutes while the wireless antenna detects a signal.
5. In the **Available Networks** box, you should eventually see at least one network name. If you do not, you are not in range of a wireless LAN.

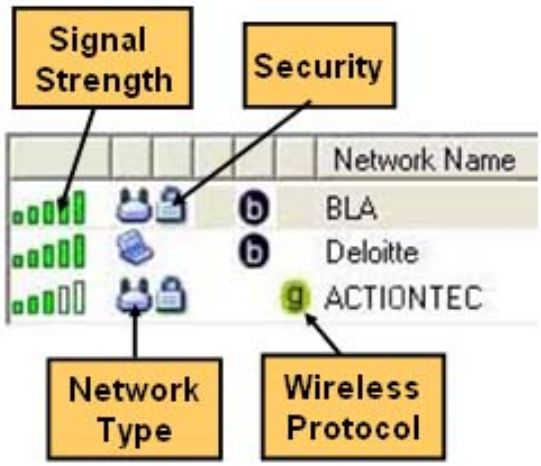


Figure 65

6. These icons show the following information:

Network Name	Signal Strength	Network Type	Security	Wireless Protocol
BLA	Excellent	Infrastructure	Password	IEEE 802.11b
Deloitte	Excellent	Ad hoc	No password	IEEE 802.11b
ACTIONTEC	Good	Infrastructure	Password	IEEE 802.11g

7. Infrastructure means that the network consists of access points (antennas) to which stations connect. Ad hoc means that the network consists of two or more computers that connect directly to one another.
8. Select a network and click **Configure**.

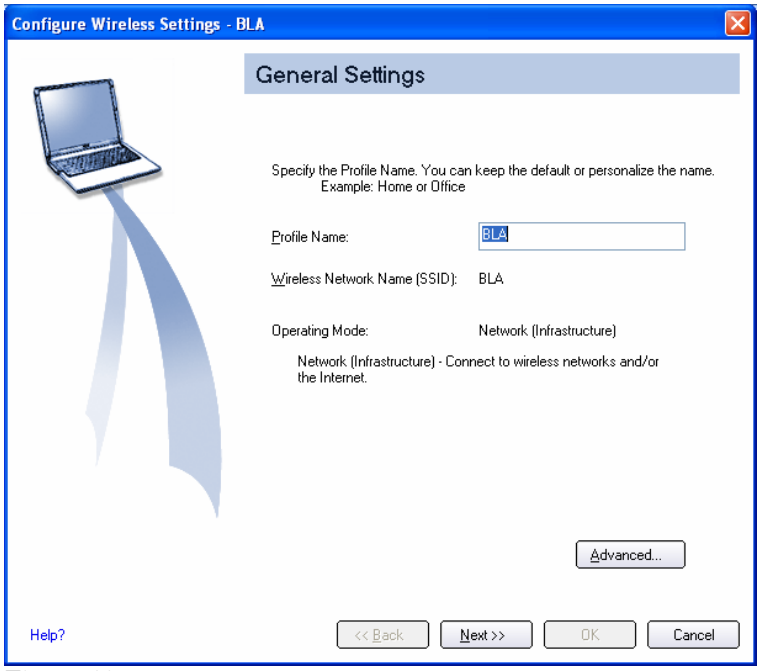


Figure 66

9. In the **Profile Name** field, you can rename the network, such as "Home," "Office," "North Bay," or "SLC" or you can leave it as it is. Click **Next**.

Configure Wireless Settings - BLA
Security Settings
Detecting the highest level of security that your wireless network supports.
Basic WEP security was detected. If this wireless network has advanced 802.1x security, you will need to select those options on the following screens. Click Next.
Help?
<< Back
Next >>
OK
Cancel

Figure 67

10. Wait for a moment at the next screen while the system detects what kind of security the wireless LAN uses. (WEP means Wired Equivalent Privacy.) The next screen will require WEP credentials. Click **Next**.

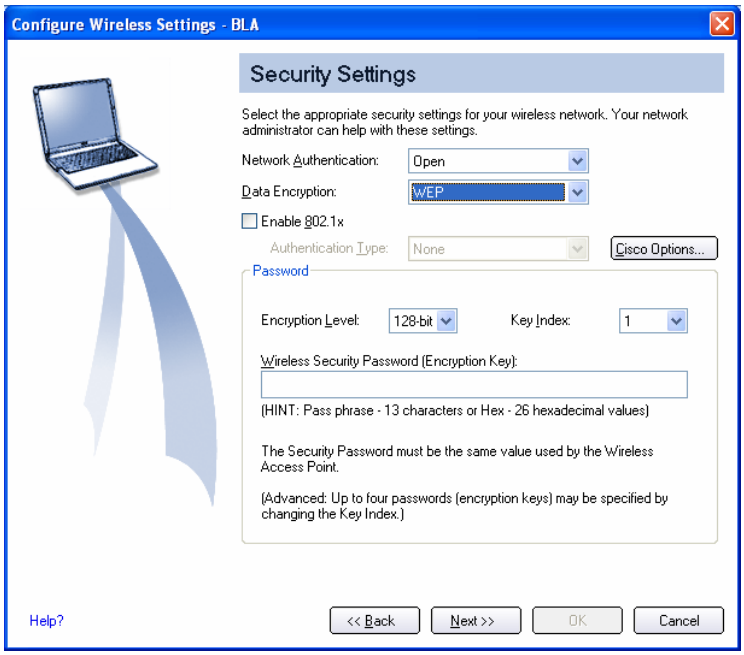


Figure 68

11. To fill in this screen, you will need the following information from your system administrator: the encryption level and the encryption key.

12. From the **Encryption Level** drop-down menu, select the encryption level (64-bit or 128-bit).
13. In the **Wireless Security Password** field, type the encryption key. Click **Next**.
14. At the next screen, click **OK** to connect.

Figure 69

15. If the connection is successful, you will see this balloon saying that you are connected to [name of profile] and what the quality of the signal is.

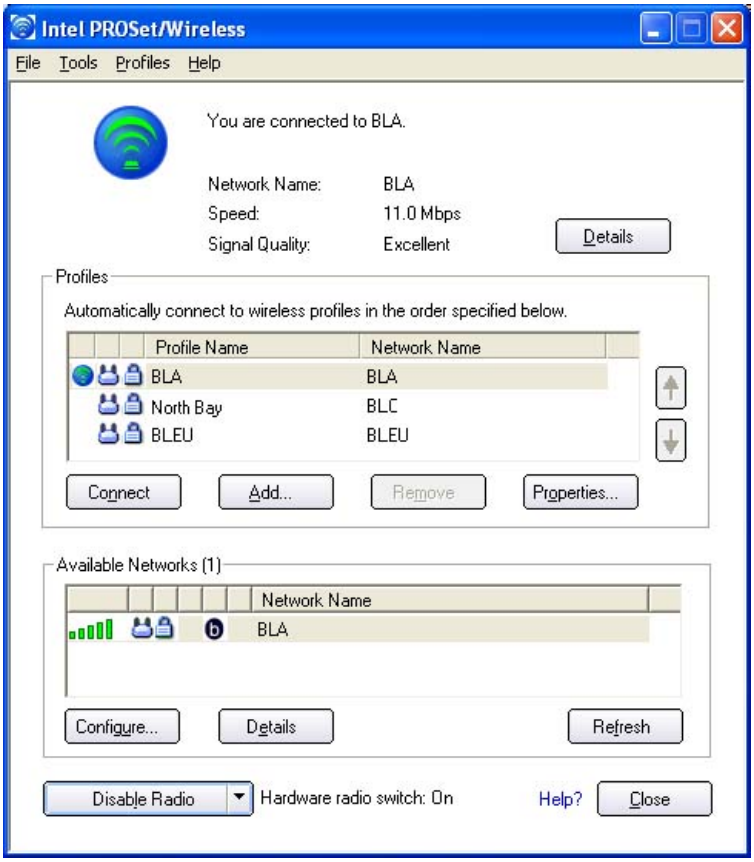


Figure 70

16. You can set up any number of profiles for each wireless LAN that you connect to. For each different LAN, you will need the encryption level and the encryption key. To add a new profile, click **Add** and repeat Steps 4–13.

17. Once you have created a profile, to connect to a LAN, right-click the wireless icon and select **Enable Radio**. The antenna will attempt to connect to the first profile in your list. If you need to connect to a profile other than the first, right-click again and select **Connect to Profile | [profile name]**.

Figure 71

18. When you roll your mouse over the wireless icon, you can see which profile you're connected to, the speed in megabits per second, and the signal quality. 11.0 Mbps is the fastest connection speed for IEEE 802.11b systems.

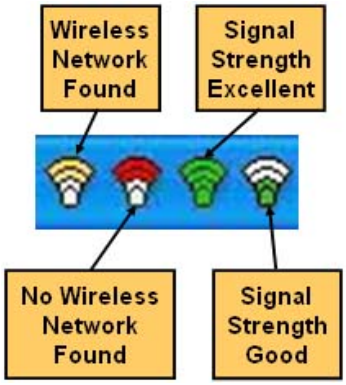


Figure 72

19. This figure shows some of the wireless icons and their meanings. The lower the signal quality, the slower the connection speed. Signal quality is affected by the number of stations connected to the access point, physical barriers, interference from other 2.4 GHz radio signals, and the distance from the access point.
20. To disconnect from the wireless LAN, right-click the wireless icon and select **Disable Radio**.

BURNING CDS

If your computer is equipped with a writeable CD drive (CD-R, CD-RW), you can burn data onto a CD.

To see if you have a writeable CD drive, follow these steps. **Note:** These steps may vary depending on your system:

1. Select **Start | Control Panel**.
2. In the left-hand pane, click **Switch to Classic View**.

Figure 73

3. Double-click the **System** icon. The **System Properties** window opens.
4. Select the **Hardware** tab.

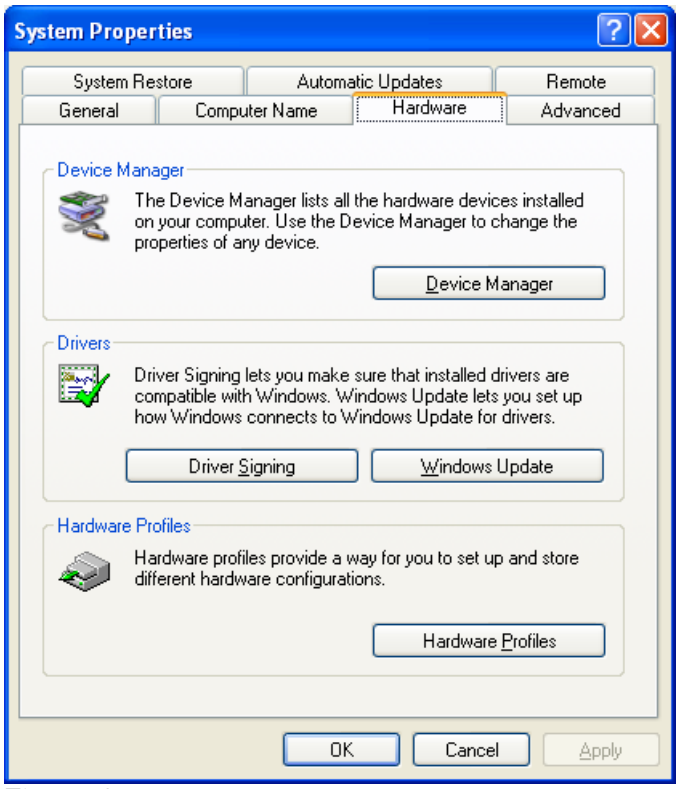

System Properties
System Restore
Automatic Updates
Remote
General
Computer Name
Hardware
Advanced
Device Manager
The Device Manager lists all the hardware devices installed on your computer. Use the Device Manager to change the properties of any device.
Device Manager
Drivers
Driver Signing lets you make sure that installed drivers are compatible with Windows. Windows Update lets you set up how Windows connects to Windows Update for drivers.
Driver Signing
Windows Update
Hardware Profiles
Hardware profiles provide a way for you to set up and store different hardware configurations.
Hardware Profiles
OK
Cancel
Apply

Figure 74

5. Click **Device Manager**.

Figure 75

6. Look for the **DVD/CD-ROM drives** icon and click the **+** sign to expand.
7. If the drive has the letters RW or CD-R in its name, it is a writeable CD drive.

To burn files onto a CD, choose one of the following methods:

Method 1

1. Put a blank CD into the CD drive.

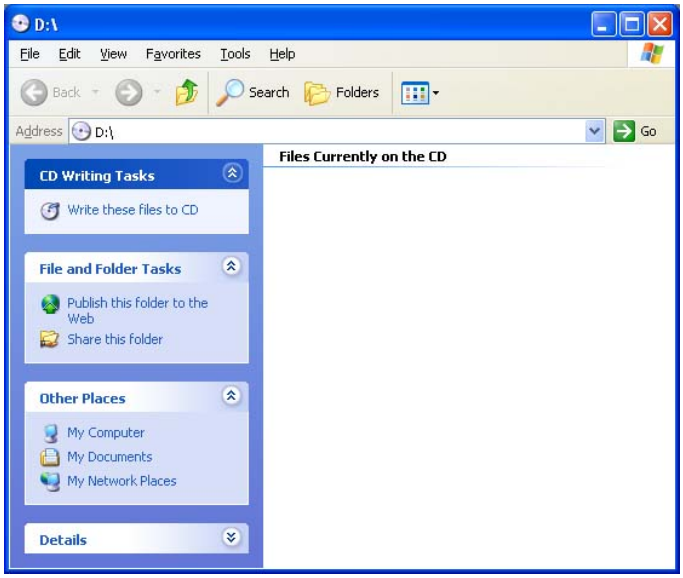


Figure 76

2. After a moment, the window for the CD opens.

Figure 77

3. If the window does not open, select **Start|My Computer** and double-click the CD icon.
4. Drag and drop the files to be burned on the CD into the CD's window.

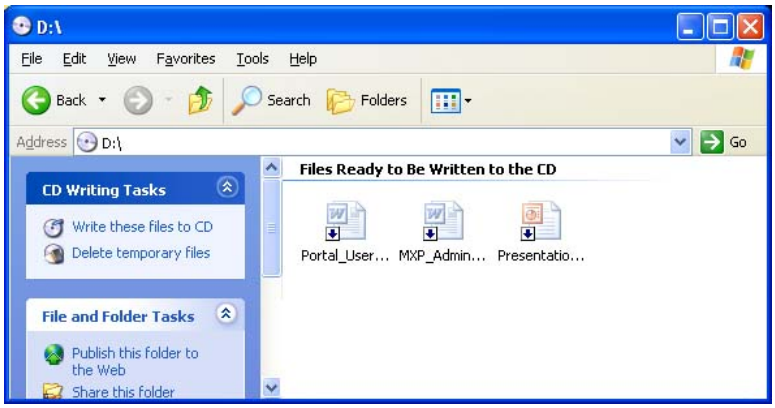


Figure 78

5. The icons for the files to be burned appear, transparent, in the window. Click **Write these files to CD** in the left-hand panel.

Method 2

Figure 79

1. Double-click the icon for your CD-burning software. (The type may vary according to your machine.)

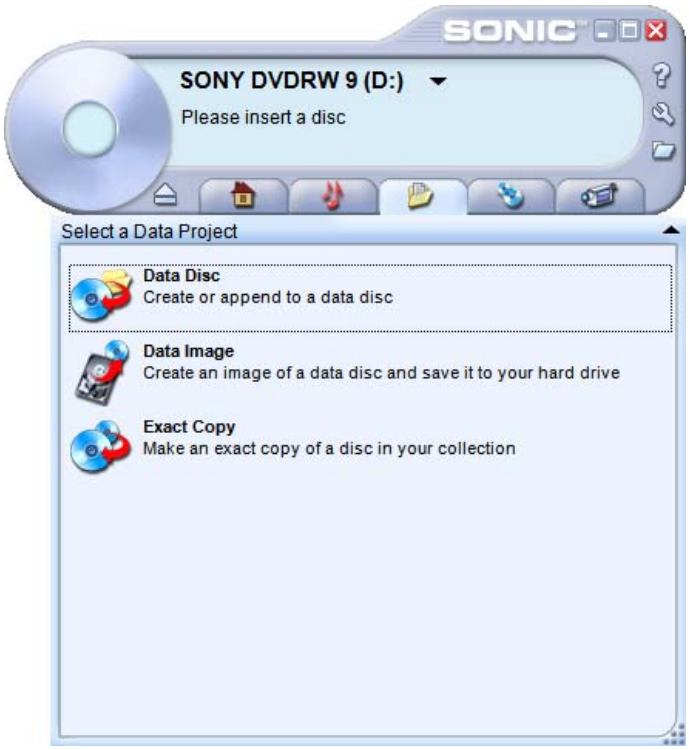

SONIC
SONY DVDRW 9 (D:)
Please insert a disc
Select a Data Project
Data Disc
Create or append to a data disc
Data Image
Create an image of a data disc and save it to your hard drive
Exact Copy
Make an exact copy of a disc in your collection

Figure 80

2. Double-click **Data Disc**.

Figure 81

3. Add files to the list by clicking **Add Files and Folders** or drag and drop the files into the window pane.
4. Click the **Burn** button.

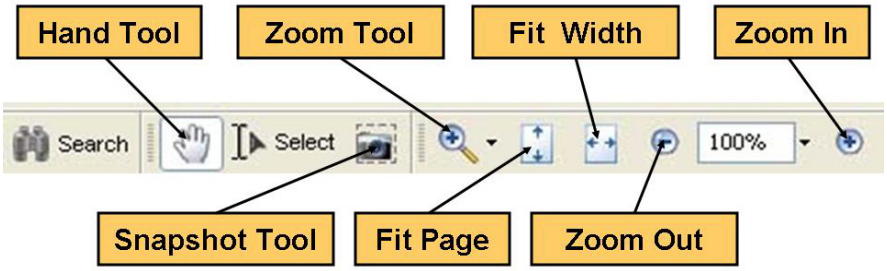
ADOBE READER

Figure 82

Adobe Reader is a program that is used to read PDF documents. PDF documents are created using programs such as Microsoft Word or PowerPoint. To read a PDF document, you do not need to have the original program installed on your computer. The Adobe Reader is **free for download**.

To view a PDF document, do one of the following:

1. Double-click the PDF file's icon.
2. Double-click the Adobe Reader **icon on your desktop** (shown above) and select **File|Open** to open the PDF file.



Search

With the **Search** tool, you can search for words or phrases in the PDF document. The **Search** tool works only with PDF documents that were generated with another program, such as a word processor. If the PDF was generated from a photocopy of a page, you cannot search for words.

Hand Tool

With the **Hand** tool, you can grab and reposition the document in the window.

Select Tool

With the **Select** tool, you can select words or phrases. You can copy and paste the selected text.

Snapshot Tool

With the **Snapshot** tool, you can take a picture of the document. The picture of the document is placed on the Windows clipboard, so you can paste it into another document. The picture is a graphic file, not a text file. To use the **Snapshot** tool, click the **Snapshot** button and click anywhere on the document.

Zoom Tool

With the **Zoom** tool you can magnify the document or make it smaller. Click the **Zoom** tool, then click and drag on the document to "draw" a rectangle. Release the mouse button. The area inside the rectangle then fills the screen. You can also select **Zoom Out** by clicking the down-arrow next to the magnifying glass icon.

Fit Page

When you click **Fit Page**, the page will shrink so that you can see the top and the bottom of the page.

Fit Width

When you click **Fit Width**, the page adjusts so that the left and right edges touch the edges of the screen.

Zoom Out, Zoom In

Click the **Zoom Out** and **Zoom In** buttons to magnify or diminish the document by steps. You can also click the down-arrow next to the **Zoom In** button to select a magnification.

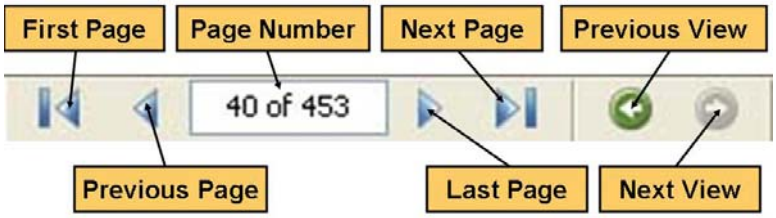


Figure 83

When you follow a link in the document, you can use the **Previous View** button to jump back to the previous page.

To go to a specific page, click in the **Page Number** window, type the page number, and press **Enter**.

Rotate

Figure 84

If the PDF document you open is oriented sideways, you can rotate it by clicking the **Rotate Clockwise** button. If you click the down-arrow next to the button, the **Rotate Counter-Clockwise** button will appear.

MICROSOFT APPLICATIONS BASICS

All of the applications in the Microsoft Office application suite have certain conventions in common. This section will describe some of the most common conventions.

Special Characters | Menus | Toolbars | Getting Help
Tutorials | Keyboards | Security

Keystrokes

In most Microsoft programs, certain combinations of keystrokes perform predetermined functions, shown in the table below. The designation "**Ctrl+S**" means that you press the **Ctrl** key (lower-right or lower-left corner of the keyboard) and while holding the **Ctrl** key, you press the **S** key.

Keystroke	Function
Ctrl+S	Saves the current file.
Ctrl+P	Prints the current file.
Ctrl+Z	Undo the previous action. In some cases, you can undo several actions in a row.
Ctrl+Y	Re-do the action that was just undone. In some cases, you can re-do several actions in a row.
Ctrl+X	Cuts (removes) the selected item and places it on the Windows clipboard.
Ctrl+C	Copies the selected item and places it on the Windows clipboard.
Ctrl+V	Pastes the contents of the clipboard at the cursor position.
Ctrl+B	Changes the selected text to **boldface**.
Ctrl+I	Changes the selected text to *italics*.
Ctrl+U	Underlines the selected text.
Ctrl+W	Closes the current document.
Ctrl+O	Opens an existing document.
Ctrl+N	Opens a new document.
Ctrl+A	Selects all of the document.
Ctrl+F	Finds a word or phrase.
Ctrl+H	Searches and replaces a word or phrase.

Inserting Special Characters

If you need to insert a special character or symbol into a Microsoft Office document, do the following:

1. Select **Insert | Symbol**.

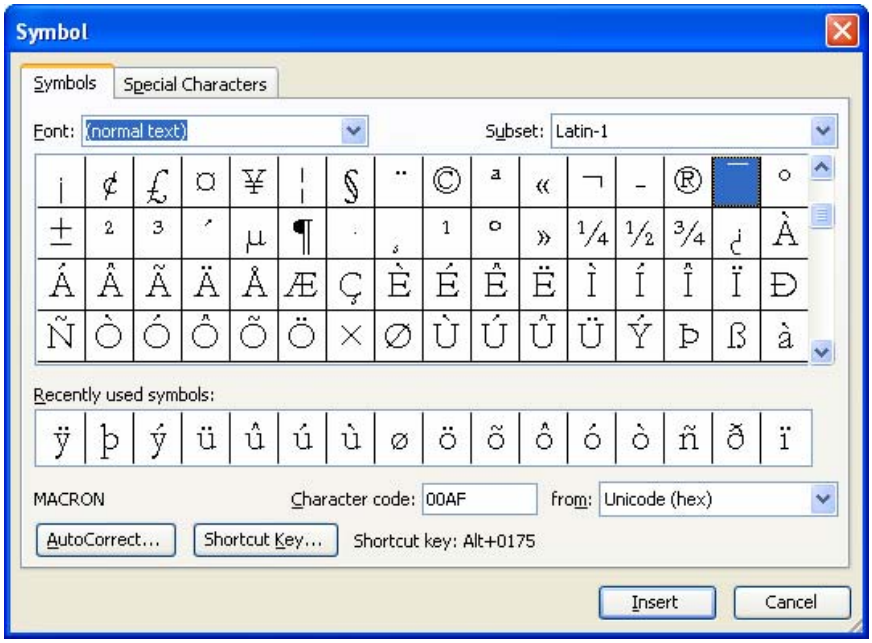


Figure 85

2. Scroll through the symbols until you find the one that you want. If you want a symbol other than those shown, select another font from the **Font** drop-down menu. Fonts such as Wingdings and Webdings contain a wide variety of symbols.
3. Click **Insert**.
4. If you want to insert the same symbol somewhere else in your document, position your cursor and click **Insert** again.
5. Note the **Shortcut key** field. It shows which keystroke you can use to create the same character. In the above example, press **Alt** and type 0175 on the number keypad on the right of the keyboard to get the same character. (This technique is usually not workable on laptops.)
6. When finished, click **Close**.

If you need to use special characters regularly in Word, see the **European Characters** section of this document for easy-to-use keystrokes.

Menus

Along the top edge of every application is a series of drop-down menus from which you can select the application's functions.

Figure 86

This example comes from Microsoft Word. In most applications, the first two drop-down menus are **File** and **Edit**, and the last two are **Window** and **Help**.

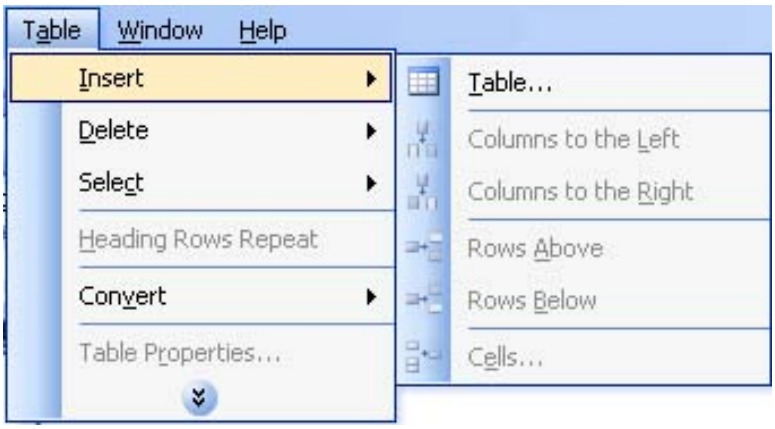


Figure 87

When you click a drop-down menu, a truncated menu opens. The only menu items that show are those which you have used before. To see the complete menu, click the down arrow button or double-click the menu word. (In this example, double-click **Table**.)

1. To always show the full menu, select **Tools|Customize**.
2. Select the **Options** tab.
3. Check the **Always show full menus** check box.

Some menu items have an arrow pointing to the right, which means that the item contains a submenu. Click on the menu item to open the submenu, then click on the submenu item.

If a menu item is gray, it means that the item is not available.

Toolbars

Underneath the menu bar, most applications have one or more toolbars. The buttons on the toolbars are shortcuts to functions that are found in the menus and submenus. To see what a button means, lightly rest the mouse on the icon.

Figure 88

Some of the more common buttons are shown in the table below:

Button	Function
	Create new document
	Open document
	Save document
	Print document
	Cut
	Copy
	Paste
	Bold
	Italic
	Underline
	Undo
	Spell check
	Change text color
	Fill in with color shown
	Left-justify text
	Center text
	Right-justify text
	Help

Customizing Toolbars

Most Microsoft applications have preset toolbars for certain types of tasks.

You can select the toolbars you want by selecting **Tools|Customize**.

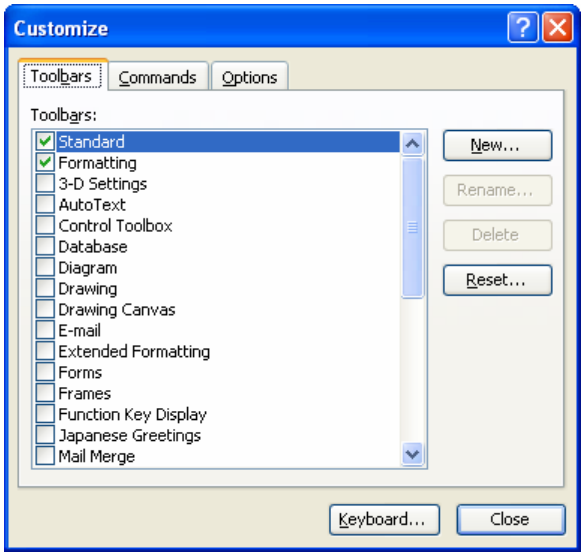


Figure 89

1. Select the **Toolbars** tab.
2. Scroll down to the toolbar you want and check its box.
3. If you want to add or delete buttons from an existing toolbar, use one of the following methods.

Method 1

1. Select **Tools | Customize** and select the **Commands** tab.

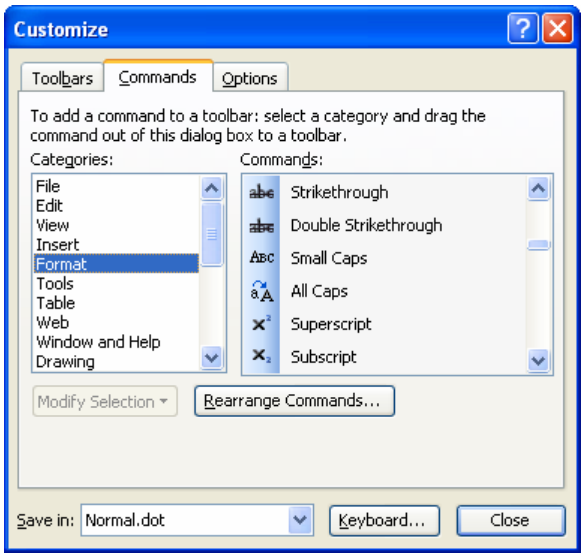


Figure 90

2. Select the category (main menu item) in the **Categories** field, then select the command from the **Commands** field.
3. Drag and drop the command from the **Commands** field onto the toolbar where you want the icon to appear.
4. To delete an icon, drag and drop the icon from the toolbar into the **Commands** field.

Method 2

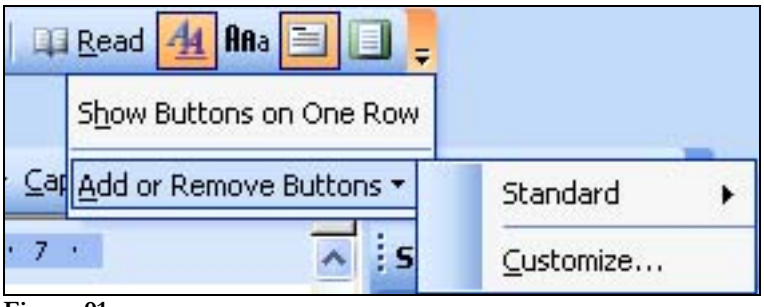


Figure 91

1. At the right end of each toolbar, there is a down-arrow button. Click the button and select **Add or Remove Buttons**.
2. If you select **Standard**, you will see a list of buttons that are commonly used on that toolbar. Select the button you want to add or delete.

3. If you select **Customize**, the **Customize** window will open; refer to **Method 1** for instructions on adding and deleting buttons.

Moving Toolbars

The default setting for toolbars is to reside along the top edge of the screen. To move a tool bar, do the following:

Figure 92

1. At the far left edge of the toolbars is a dotted line. Rest your cursor over the top of one of the lines. The cursor should become a four-way arrow.
2. Click and drag the toolbar downward. It becomes a floating toolbar.

Figure 93

3. You can adjust the shape of the toolbar by clicking on the edge of the toolbar (the cursor becomes a left-right arrow) and dragging it to the size that you want.

Figure 94

4. If you want to put the toolbar along an edge, click on the title bar and drag it toward the edge—left, right, or bottom—where you want it.

Getting Help

If you need help with something that is not covered in this manual, click the **Help** icon or select **Help|Microsoft Office Help** or press **F1**. The **Help** task bar appears on the right.

Figure 95

1. In the **Search for** field, type a word, phrase, or question and press **Enter** or click the green arrow button.

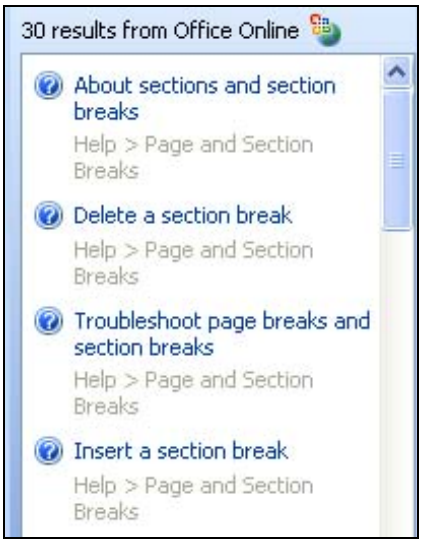

30 results from Office Online
About sections and section breaks
Help > Page and Section Breaks
Delete a section break
Help > Page and Section Breaks
Troubleshoot page breaks and section breaks
Help > Page and Section Breaks
Insert a section break
Help > Page and Section Breaks

Figure 96

2. The results from the search will appear in the task pane. Double-click the title that best addresses your question.

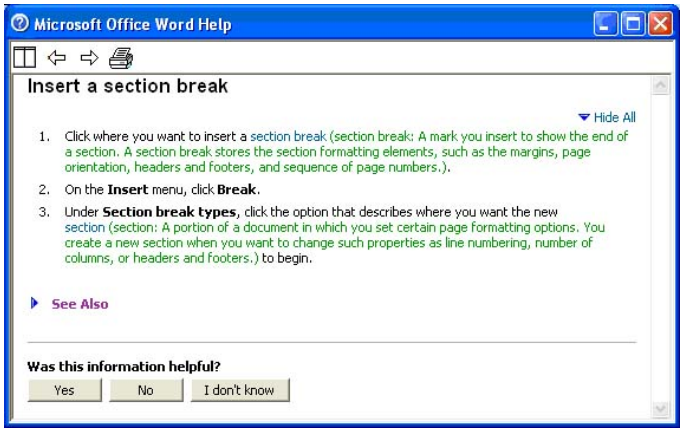

Microsoft Office Word Help
Insert a section break
Hide All
1. Click where you want to insert a section break (section break: A mark you insert to show the end of a section. A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers.).
2. On the Insert menu, click Break.
3. Under Section break types, click the option that describes where you want the new section (section: A portion of a document in which you set certain page formatting options. You create a new section when you want to change such properties as line numbering, number of columns, or headers and footers.) to begin.
See Also
Was this information helpful?
Yes
No
I don't know

Figure 97

3. In the upper-right corner, click **Show All** to expand all of the fields.
   The green text explains the meaning of terms in blue text.
4. **Optional:** Answer the question "Was this information helpful?" and submit.

Figure 98

5. For futher assistance, click the **Help** icon and click on one of the options shown.

Tutorials

To see Microsoft tutorials on basic application skills, click these links:

Word **Excel** **Outlook** **PowerPoint**

> **Warning:** Most of these tutorials contain audio, so if you don't have headphones, disable the sound on your computer so that you won't disturb others in the office.

Turning Off the Sound

Method 1

Look for a mute button on your laptop or keyboard and press it.

Method 2

1. If you do not have an external mute button, disable the sound by selecting **Start | Control Panel | Sounds, Speech, and Audio Devices | Adjust the system volume**.

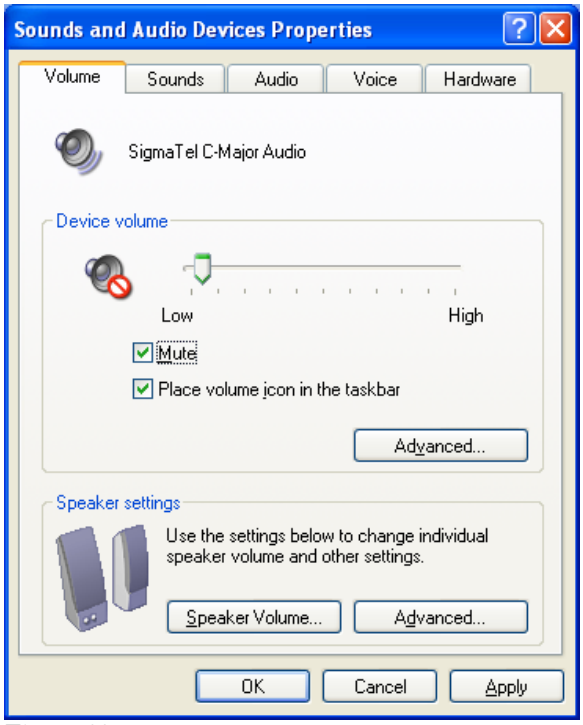


Figure 99

2. Click the **Mute** check box.

Method 3

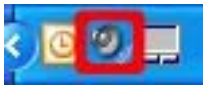


Figure 100

1. Double-click the speaker icon in the task bar.

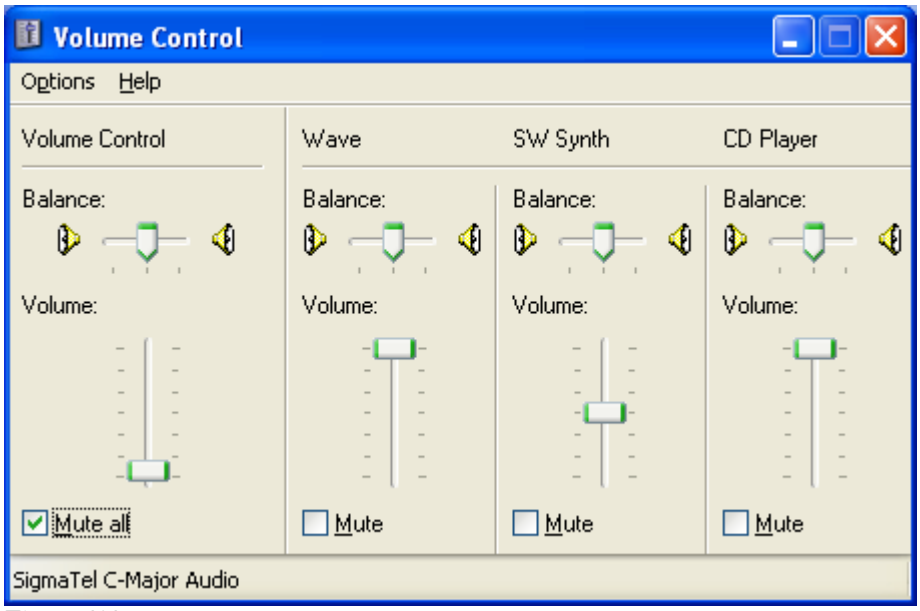


Figure 101

2. Check the **Mute all** check box.

Keyboards

If you want to set up your keyboard to type special characters, such diacritical marks, do the following:

1. Select **Start | All Programs | Microsoft Office | Microsoft Office Tools | Microsoft Office 2003 Language Settings**.

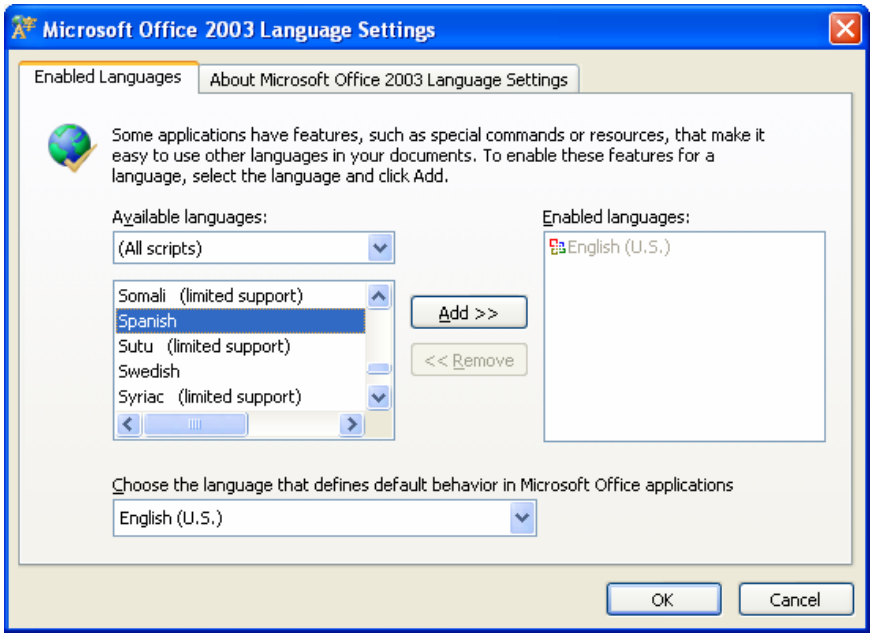

Microsoft Office 2003 Language Settings
Enabled Languages
About Microsoft Office 2003 Language Settings
Some applications have features, such as special commands or resources, that make it easy to use other languages in your documents. To enable these features for a language, select the language and click Add.
Available languages:
(All scripts)
Somali (limited support)
Spanish
Sutu (limited support)
Swedish
Syriac (limited support)
Add >>
<< Remove
Enabled languages:
English (U.S.)
Choose the language that defines default behavior in Microsoft Office applications
English (U.S.)
OK
Cancel

Figure 102

2. From the scroll-down menu, select the language that you want to enable and click **Add**.
3. From the **Choose the language that defines default behavior in Microsoft Office applications** drop-down menu, select the language of your choice. Click **OK**. You will need to close all Microsoft Office applications and restart for the changes to take effect.

> If you choose this option, you will lose all of your customized settings, including changes made to **Normal.dot**, your toolbars, or any keyboard shortcuts.

Security

To learn about basic Microsoft application security, take this **Microsoft tutorial**.

To learn about Boart Longyear security policies, see these sections:

IT Security Policy: BLEU

Information Technology Security Policy

Corporate Security Policy

Employee Security Policy

Backup and Security for the Venlo Office

Password Protection for Files

Microsoft documents can be secured by requiring a password to open or modify.

To prevent people from opening a file without a password, do the following:

1. Open the file.
2. Select **Tools | Options**.
3. Select the **Security** tab.

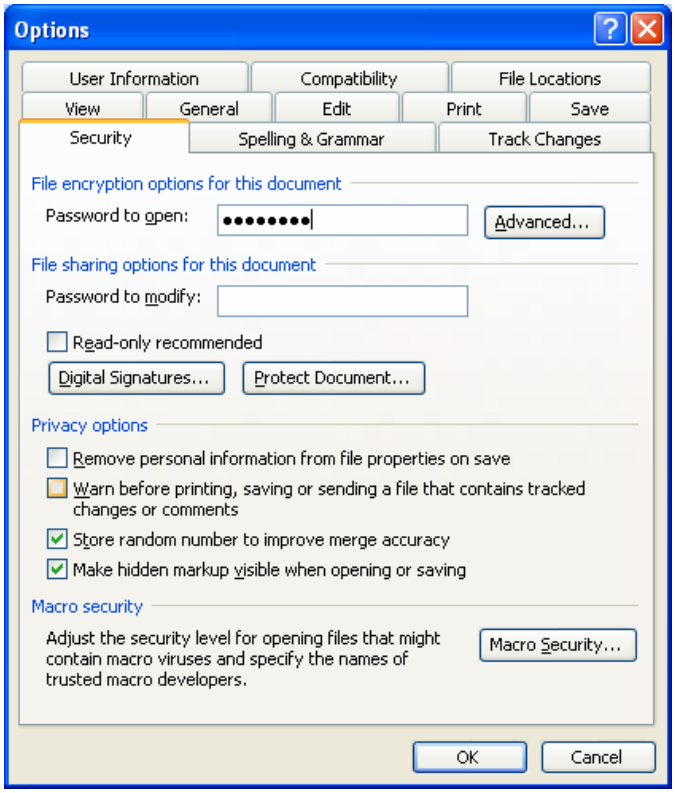


Figure 103

4. In the **Password to open** field, type a password for the document.
5. Write the password down somewhere. If you forget the password, you will not be able to open the document.
6. Click **OK**.

To prevent people from making alterations to the document without a password, do the following:

1. Open the file.
2. Select **Tools | Options**.
3. Select the **Security** tab.

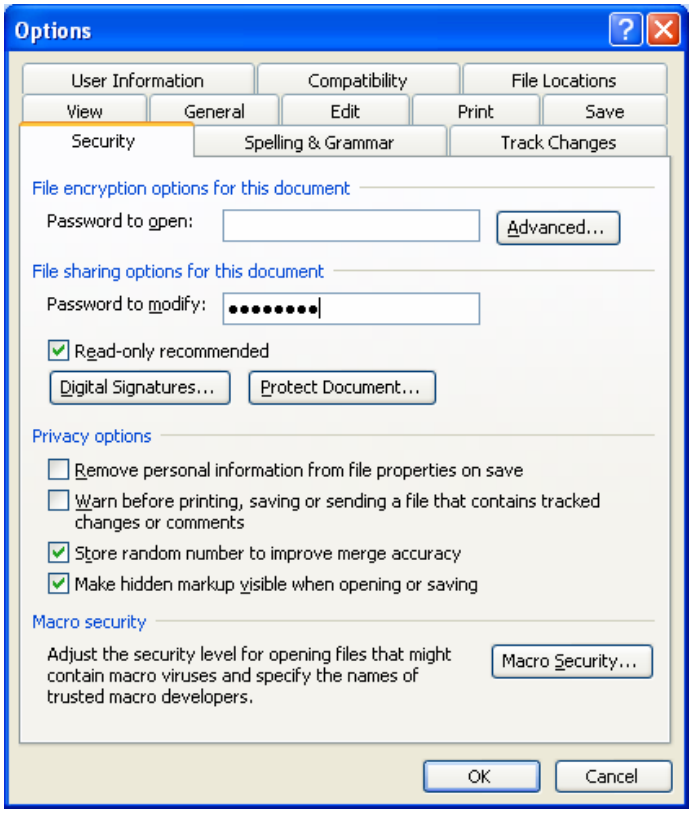


Figure 104

4. Type a password in the **Password to modify** field.
5. **Optional:** Check the **Read-only recommended** check box if you don't want anyone else to make modifications to the document.
6. Write the password down somewhere. If you forget the password, you will not be able to modify the document.
7. Click **OK**.

INTERNET EXPLORER

Microsoft Internet Explorer is a web browser that allows you to view web pages.

Figure 105

1. To open Internet Explorer, select **Start | Internet** or double-click on the Internet Explorer icon on your desktop.

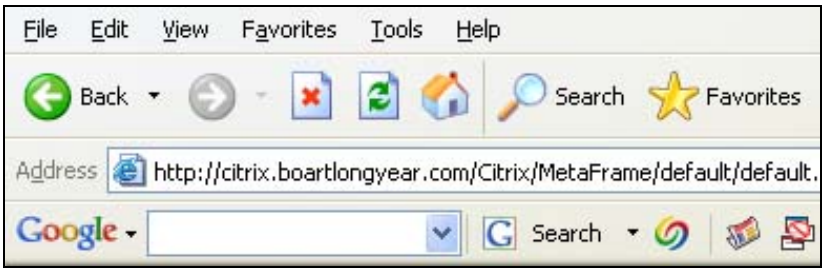


Figure 106

2. To view a web page, type the URL (uniform resource locator) in the **Address** field. It is not necessary to type `http://` in the **Address** field: Internet Explorer will add it automatically.
3. To "bookmark" a page so that you can easily find it later, go to the page, then select **Favorites | Add to favorites**.

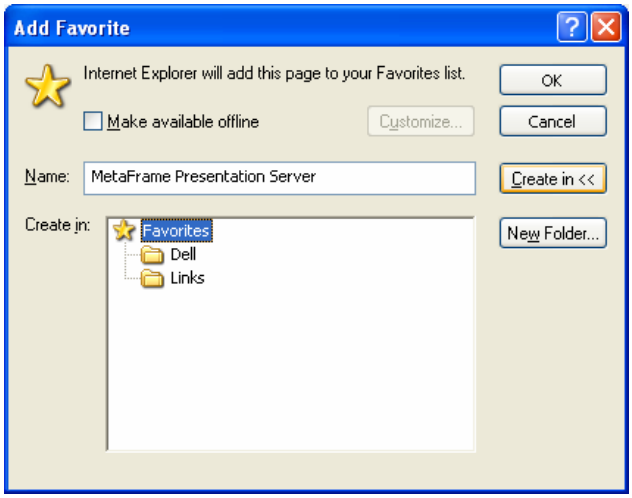


Figure 107

4. If you want to rename the page, type the new name in the **Name** field.
5. If you want to put the page into a folder, click **Create in**.

6. Select the folder where you want to put the page or create a new folder by clicking **New Folder**.
7. If you want to search for something on the Internet, type `google.com` in the **Address** field and type your key words in the Google field.
8. To search for a phrase, type the phrase "between quote marks."
9. To set your home page (the page that opens when you start Internet Explorer and the page you go to when you click the house icon), select **Tools | Internet Options**.

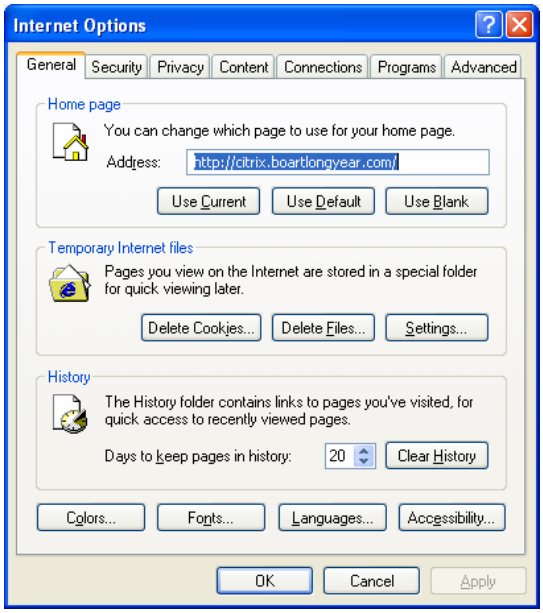


Figure 108

10. In the **Address** field, type the complete URL (with `http://`) of the desired home page.
11. **Optional:** Go to the page you want to set as your home page, select **Tools | Internet Options**, then click **Use Current**.
12. **Optional:** If you don't want a home page, click **Use Blank**.

Setting Up a Default Language

You can set up a default language on IE so that if there is a choice of page languages, IE will select your default language. For example, if you designate Spanish as your default language, IE will automatically select the Spanish version of Google.

Página principal personalizada | Registrarse
Google
español
La Web Imágenes Grupos Directorio Noticias más »
Búsqueda Avanzada
Preferencias
Herramientas del idioma
Búsqueda en Google
Voy a Tener Suerte
Buscar en la Web Buscar sólo páginas en español
Publicidad - Soluciones Empresariales - Todo acerca de Google - Google.com in English
¡Haga de Google su página inicial!
©2006 Google

Figure 109

1. Select **Tools | Internet Options**.

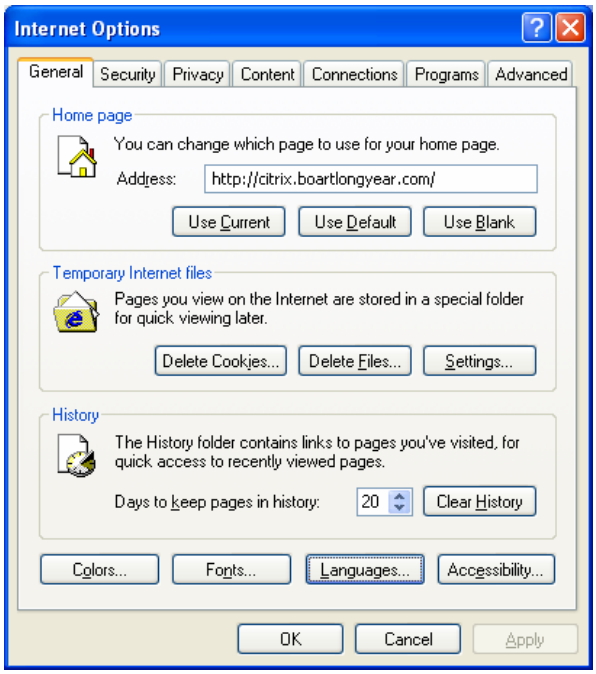

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
You can change which page to use for your home page.
Address: http://citrix.boartlongyear.com/
Use Current Use Default Use Blank
Temporary Internet files
Pages you view on the Internet are stored in a special folder for quick viewing later.
Delete Cookies... Delete Files... Settings...
History
The History folder contains links to pages you've visited, for quick access to recently viewed pages.
Days to keep pages in history: 20 Clear History
Colors... Fonts... Languages... Accessibility...
OK Cancel Apply

Figure 110

2. Select the **General** tab.
3. Click **Languages**.
4. Click **Add**.

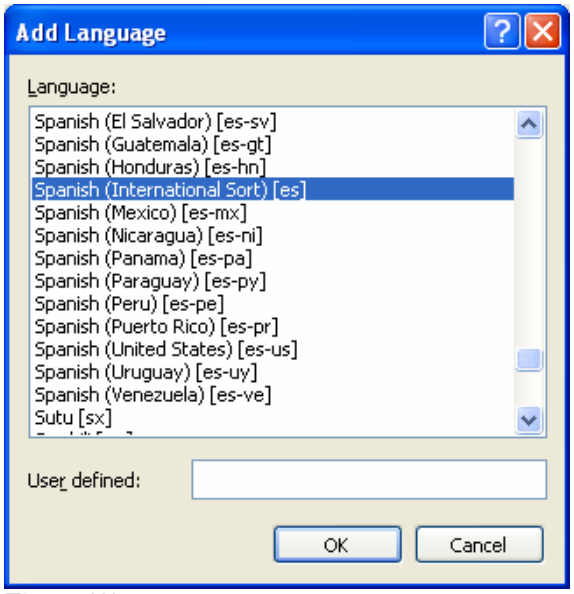


Figure 111

5. Scroll down and select the language that you want. Click **OK**.

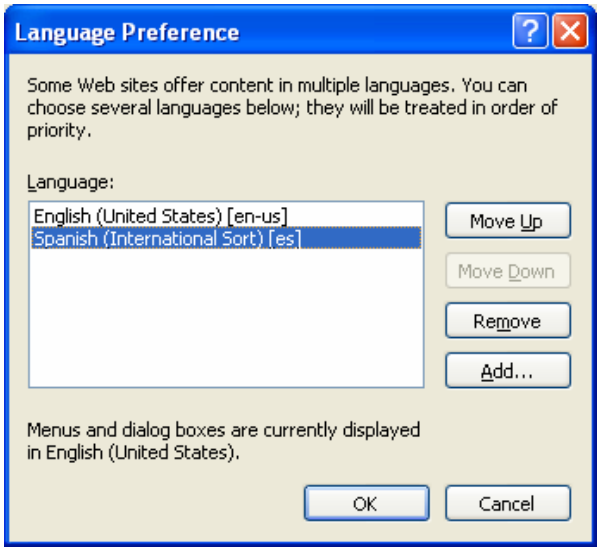

Language Preference
Some Web sites offer content in multiple languages. You can choose several languages below; they will be treated in order of priority.
Language:
English (United States) [en-us]
Spanish (International Sort) [es]
Move Up
Move Down
Remove
Add...
Menus and dialog boxes are currently displayed in English (United States).
OK
Cancel

Figure 112

6. In the **Language** field, select the language that you want as your principal language. Click **Move Up** until it is at the top of the list. Click **OK** twice.

History

IE keeps a history of the web sites that you have visited. To see the history, select **View|Explorer Bar|History** or press **Ctrl+H**.

Figure 113

Click on the **View** button to sort the history by Date, Site, Order Most Visited, and Order Most Visited Today.

Erase the History

To erase the history, follow these steps:

1. Select **Tools | Internet Options**.

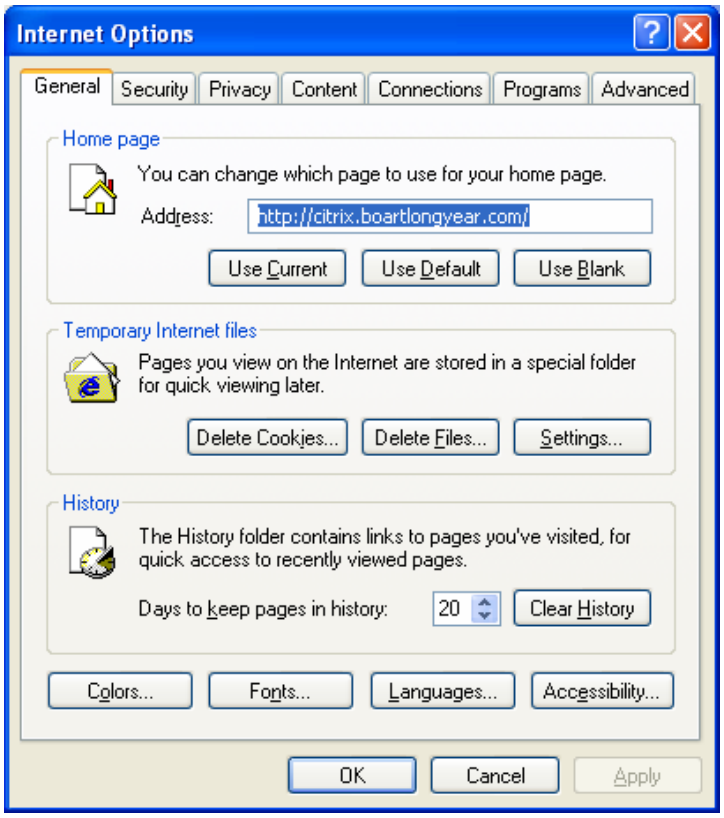


Figure 114

2. Select the **General** tab.
3. In the **History** section, click **Clear History**. You can also use the up and down arrows to adjust the number of days to keep a page in your history.

MICROSOFT OFFICE OUTLOOK 2003

Figure 115

Your default e-mail program should be Microsoft Office Outlook. You can access it by selecting **Start|E-mail** or by clicking the Outlook **icon on your desktop**.

E-Mail **Calendar** **Contacts** **Tasks**

Setting Up

Changing the View Configuration

You can configure the Outlook window to display items in a variety of different ways, according to your preferences and needs.

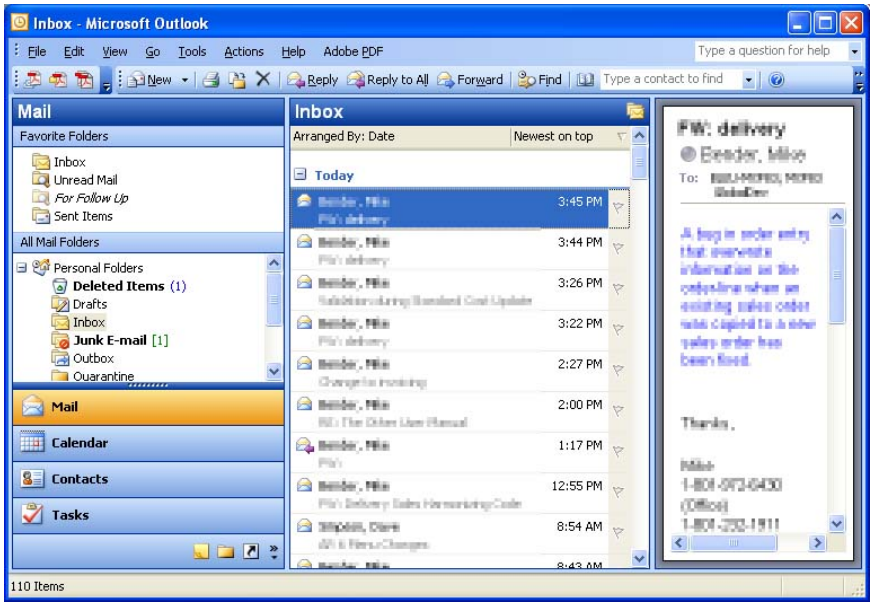


Figure 116

In the default view, the Navigation Pane is on the far left, the list of received e-mails (Inbox) is in the middle, and a preview of the selected e-mail is on the right.

1. To remove the Navigation Pane, select **View|Navigation Pane** or press **Alt+F1**. Follow the same procedure to restore the Navigation Pane.

2. To put the e-mail preview underneath the Inbox, select **View|Reading Pane|Bottom**.

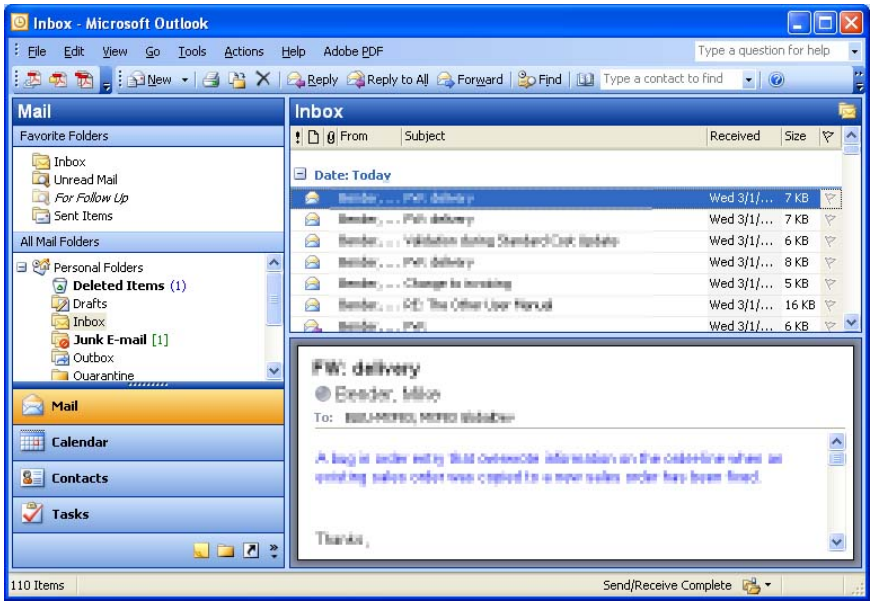


Figure 117

3. To remove the e-mail preview pane, select **View|Reading Pane|Off**.
4. To see a preview of unopened e-mail messages in the Inbox, select **View|AutoPreview**.

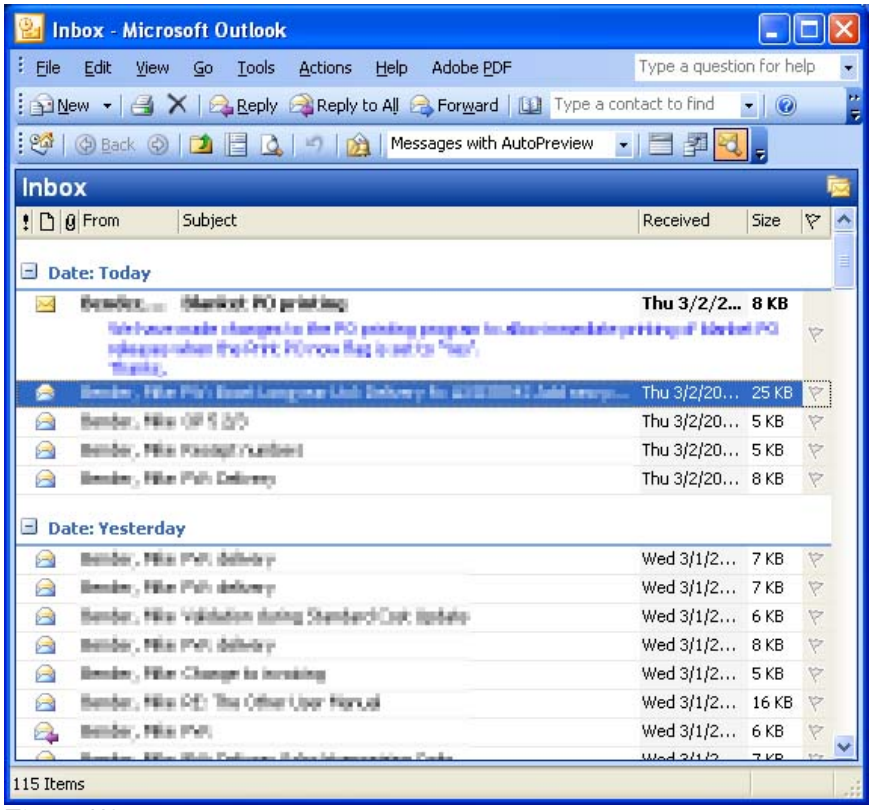


Figure 118

5. To modify the Navigation Pane, do the following:

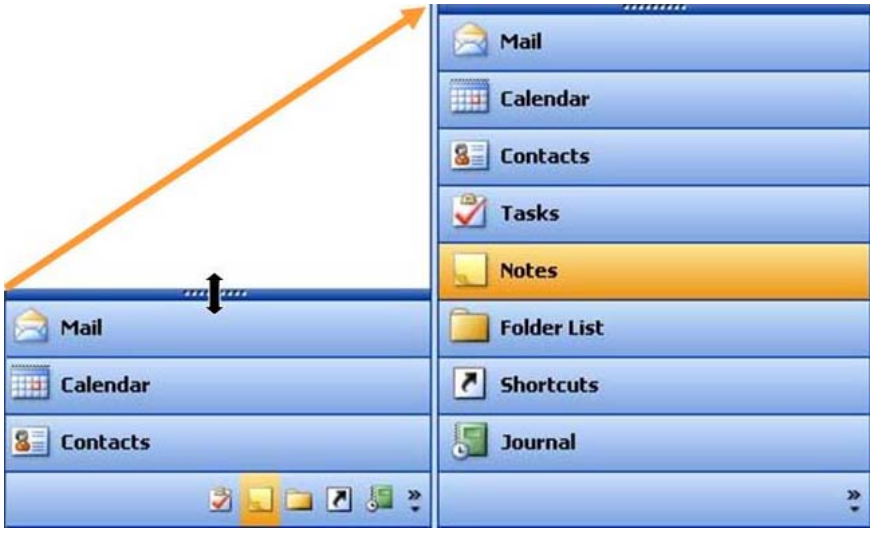


Figure 119

6. Click and drag on the horizontal blue bar to show more buttons or to relegate them to small icons on the lowest button.

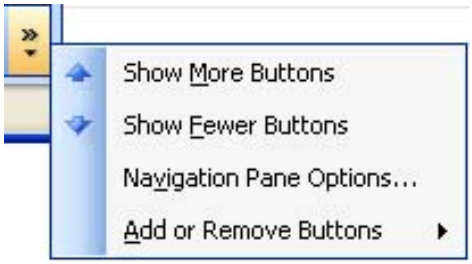


Figure 120

7. Click on the **»** button to add or remove buttons. To change the order of the buttons, click **Navigation Pane Options**.

To learn more about organizing your e-mail, watch this **Microsoft tutorial**. (**Warning:** Sound. **Turn off sound**.)

European Characters

If you need to use European characters, use these keyboard shortcuts to add diacritical marks to the letters.

Keystroke	Result
Ctrl+ ` (ACCENT GRAVE), *the letter*	à, è, ì, ò, ù, À, È, Ì, Ò, Ù
Ctrl+ ' (APOSTROPHE), *the letter*	á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý
Ctrl+Shift+ ^ (CARET), *the letter*	â, ê, î, ô, û Â, Ê, Î, Ô, Û
Ctrl+Shift+ ~ (TILDE), *the letter*	ã, ñ, õ Ã, Ñ, Õ
Ctrl+Shift+ : (COLON), *the letter*	ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ï, Ö, Ü, Ÿ
Ctrl+Shift+ @, a or A	å, Å
Ctrl+Shift+ &, a or A	æ, Æ
Ctrl+Shift+ &, o or O	œ, Œ
Ctrl+ , (COMMA), c or C	ç, Ç
Ctrl+ ' (APOSTROPHE), d or D	ð, Ð
Ctrl+ /, o or O	ø, Ø
Alt+Ctrl+Shift+ ?	¿
Alt+Ctrl+Shift+ !	¡
Ctrl+Shift+ &, s	ß

These keystrokes work only in Microsoft Word and Microsoft Office. To find other special characters, select **Insert | Symbol**. To set up your keyboard for a non-English language, see **Language and Country-Specific Adjustments**.

E-Mail

Electronic mail (e-mail) is a method of sending messages and documents over the Internet.

Send Delayed **Read** **Reply** **Forward**
Out of Office **Attachments** **Junk E-Mail**

Sending E-Mail

To send an e-mail, follow these steps:

1. Open Microsoft Outlook.

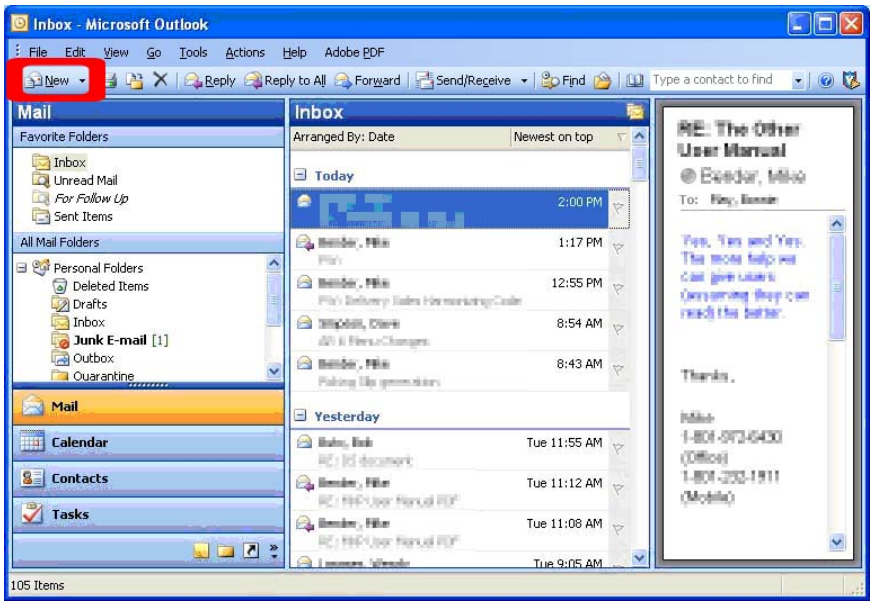


Figure 121

2. Click the **New** button.

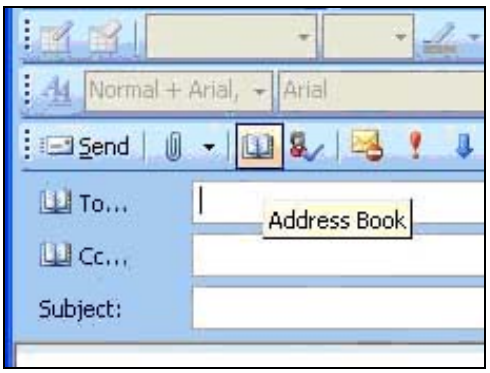


Figure 122

3. In the **To** field, type the e-mail address of the person to whom you are sending the e-mail. If you are sending to someone in Boart Longyear, you can type just the user ID. If you are sending to someone outside the company, you must use the full e-mail address: `name@company.com`.
4. If you do not know the e-mail address of someone in the company, click the **Address Book** icon.

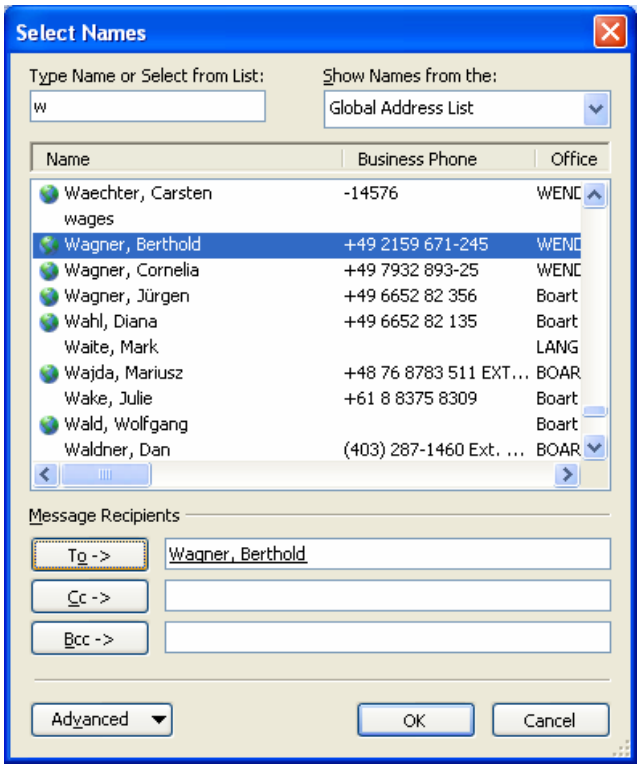


Figure 123

5. In the **Type Name or Select from List** field, type the first letter or the first few letters of the last name of the person for whom you are searching.
6. Select the person to whom you want to send the e-mail.

7. Click the **To** button.
8. If you want to send someone else the same e-mail, select that name and click the **To** button again.
9. If you want to send someone a "carbon copy" of the e-mail, select that name and click the **Cc** button.
10. If you want to send someone a "blind carbon copy" of the e-mail, select that name and click the **Bcc** button. The other recipients of the e-mail cannot see the names in the **Bcc** field.
11. When you are finished selecting names, click **OK**.
12. In the **Subject** field, type a short title for your e-mail. Press **Tab**.
13. Type your message.

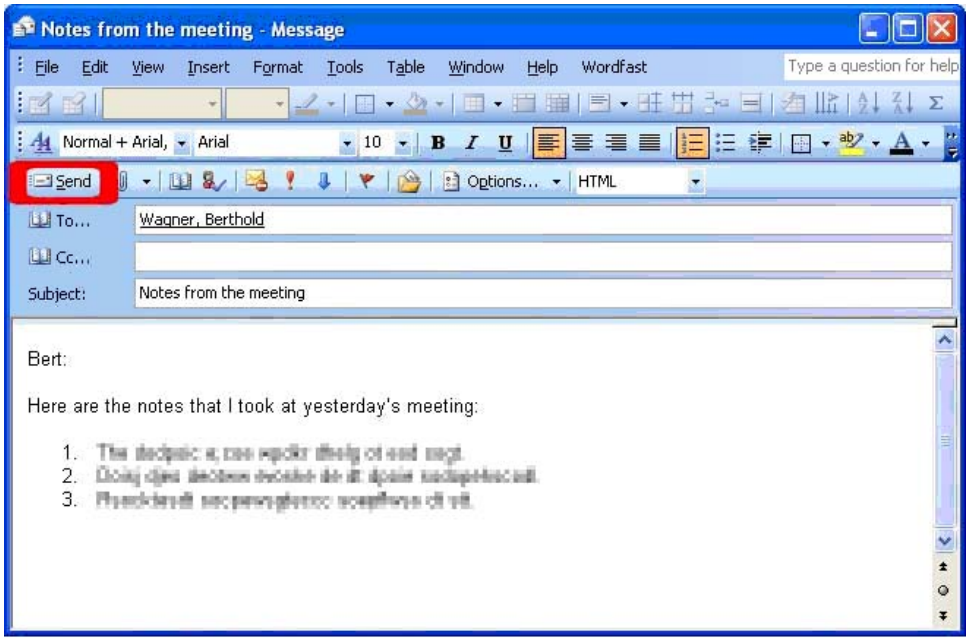


Figure 124

14. When you are ready to send the e-mail, click the **Send** button.

> You can create distribution lists that contain the names of groups of people to whom you regularly send e-mail. To see how to create a distribution list, see **Creating Distribution Lists**.

Sending a Delayed E-Mail

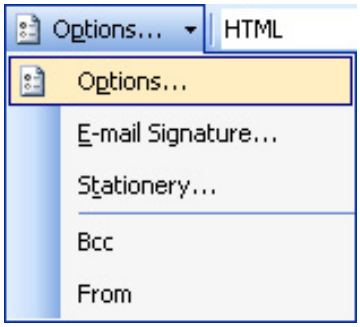


Figure 125

1. If you want to send an e-mail but you don't want it to be delivered immediately, click the **Options** button.

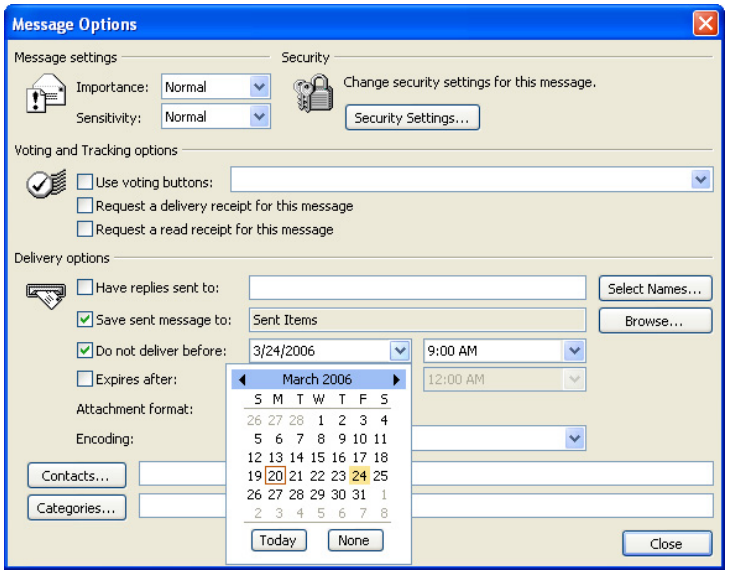


Figure 126

2. Check the **Do not deliver before** check box.
3. From the drop-down menu, select the day you want the e-mail sent.
4. From the drop-down menu, select the time you want the e-mail sent.
5. Click **Close**. The e-mail appears in your **Outbox**.

Reading E-Mail

Figure 127

1. When you receive an e-mail, Outlook presents a transparent box in the lower-right corner of the screen. You can click on that box to open the e-mail before the box disappears.

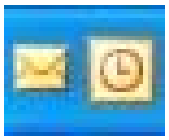


Figure 128

2. Once the box disappears, a closed-envelope icon appears in the notification area of the toolbar to indicate that you have unread e-mail in your inbox. You can double-click the envelope icon to open the e-mail, or you can open Outlook and retrieve the e-mail from there.

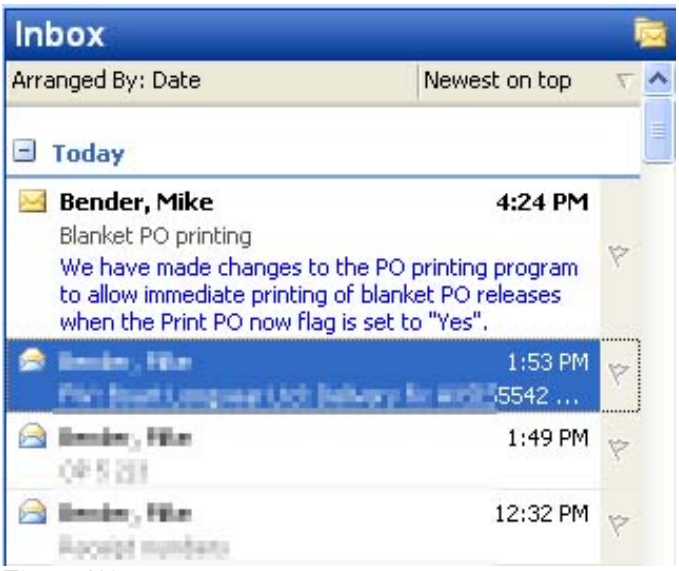

Inbox
Arranged By: Date
Newest on top
Today
Bender, Mike
4:24 PM
Blanket PO printing
We have made changes to the PO printing program to allow immediate printing of blanket PO releases when the Print PO now flag is set to "Yes".
1:53 PM
1:49 PM
12:32 PM

Figure 129

3. Unread e-mail messages appear at the top of the inbox, in reverse chronological order, with closed envelope icons next to them. If you want to put the newest messages at the bottom of the list, click **Newest on top** (it changes to **Newest on bottom**). If you want to arrange your messages by a different criterion than date, click **Arranged By: Date**. A drop-down menu gives you a list of criteria to choose from.

4. Double-click the message you want to read.

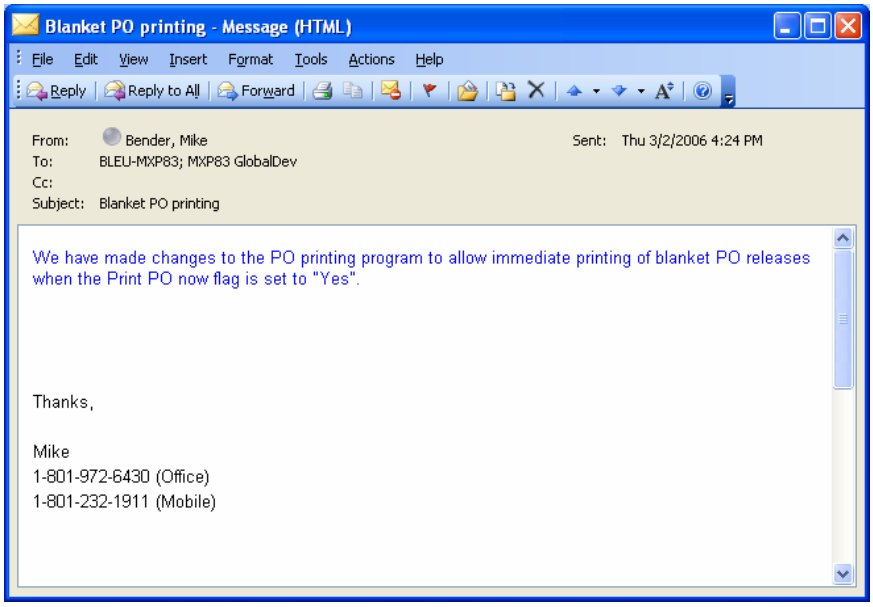

Blanket PO printing - Message (HTML)
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
From: Bender, Mike
Sent: Thu 3/2/2006 4:24 PM
To: BLEU-MXP83; MXP83 GlobalDev
Cc:
Subject: Blanket PO printing
We have made changes to the PO printing program to allow immediate printing of blanket PO releases when the Print PO now flag is set to "Yes".
Thanks,
Mike
1-801-972-6430 (Office)
1-801-232-1911 (Mobile)

Figure 130

5. The message appears in a separate window.

Replying to E-Mail

If you want to reply to an e-mail, do the following:

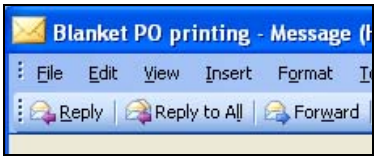


Figure 131

1. Click the **Reply** button.

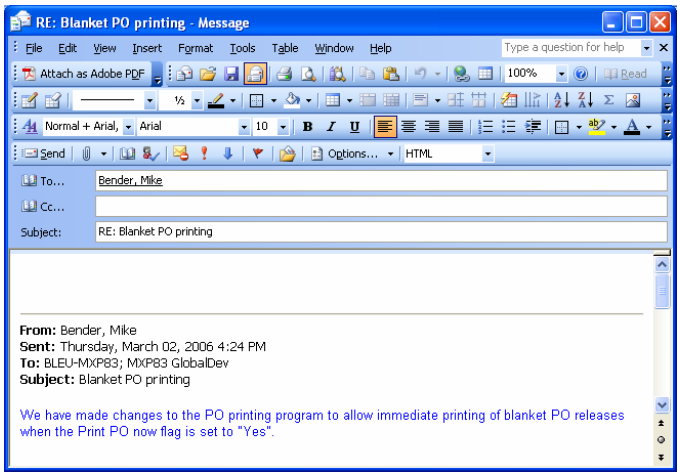

RE: Blanket PO printing - Message
File Edit View Insert Format Tools Table Window Help
Attach as Adobe PDF
Send Options... HTML
To... Bender, Mike
Cc...
Subject: RE: Blanket PO printing
From: Bender, Mike
Sent: Thursday, March 02, 2006 4:24 PM
To: BLEU-MXP83; MXP83 GlobalDev
Subject: Blanket PO printing
We have made changes to the PO printing program to allow immediate printing of blanket PO releases when the Print PO now flag is set to "Yes".

Figure 132

2. A copy of the message appears in a separate window with the sender's e-mail address in the **To** field and the word **RE:** in the **Subject** field.
3. Type a response to the e-mail in the space provided. Notice that a complete copy of the e-mail to which you're replying is underneath the space where you're typing. It is a good idea to leave the message there so that the e-mail conversations can be followed.
4. If your reply has nothing to do with the e-mail that was sent, select and delete the message and type a new subject in the **Subject** field.
5. If you want to reply to all of the people to whom the e-mail was sent, click **Reply to All**. This puts the e-mail addresses of all of the people in the **From** and **To** fields into the **To** field and the people in the **Cc** field in the **Cc** field.

> Take care when responding to e-mails that you do not click **Reply to All** when you want to send a message to one person only. A great deal of embarrassment can result from sending a sensitive e-mail to the wrong parties.

Forwarding E-Mail

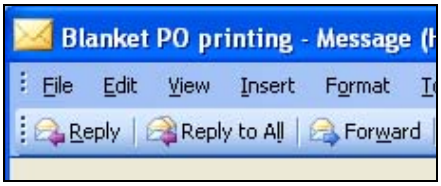


Figure 133

1. To send an e-mail that you have received to another person or persons, click the **Forward** button.

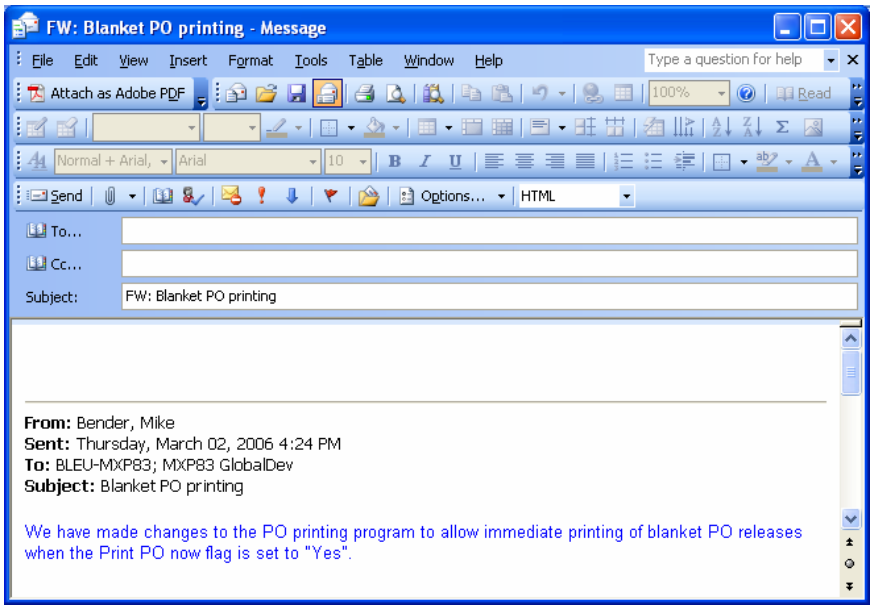

FW: Blanket PO printing - Message
File Edit View Insert Format Tools Table Window Help
Type a question for help
Attach as Adobe PDF
Read
Send
Options...
HTML
To...
Cc...
Subject:
FW: Blanket PO printing
From: Bender, Mike
Sent: Thursday, March 02, 2006 4:24 PM
To: BLEU-MXP83; MXP83 GlobalDev
Subject: Blanket PO printing
We have made changes to the PO printing program to allow immediate printing of blanket PO releases when the Print PO now flag is set to "Yes".

Figure 134

2. A separate window opens with **FW:** in the **Subject** field but no address in the **To** field. Type the recipient's e-mail address or user ID in the **To** field.
3. If you wish, you can type a short message in the space provided to explain why you are forwarding the message.
4. Click **Send**.

Sending Automated Notices

If you are going to be away from your e-mail for a day or more, you can configure Outlook to automatically send a message to those who e-mail you during that time so that they will know that you are not immediately available. You can leave word where to contact you or you can give an alternate name for people to contact.

1. While in **Mail**, select **Tools | Out of Office Assistant**.

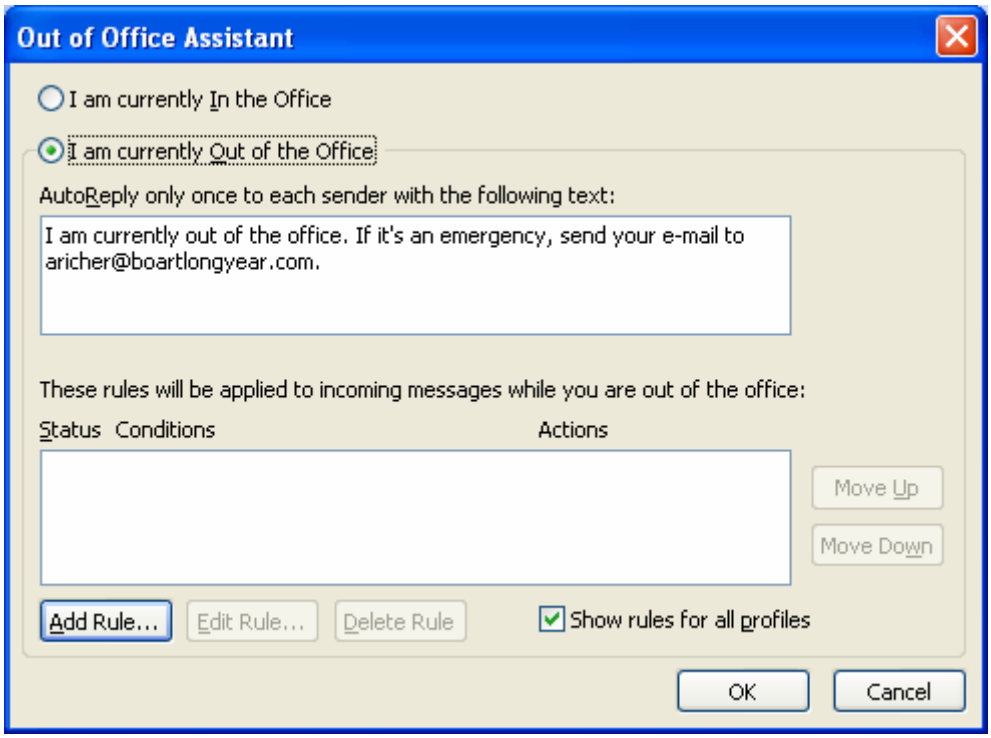

Out of Office Assistant
I am currently In the Office
I am currently Out of the Office
AutoReply only once to each sender with the following text:
I am currently out of the office. If it's an emergency, send your e-mail to aricher@boartlongyear.com.
These rules will be applied to incoming messages while you are out of the office:
Status Conditions
Actions
Move Up
Move Down
Add Rule...
Edit Rule...
Delete Rule
Show rules for all profiles
OK
Cancel

Figure 135

2. If you are ready to leave the office, select **I am currently Out of the Office**.
3. In the **AutoReply only once to each sender with the following text** field, type the message that you want to automatically send.
4. Click **OK**.
5. When you return to your office, remember to select **Tools | Out of Office Assistant**.
6. Select **I am currently In the Office** and click **OK**.

Attachments

Attachments are files that you send in an e-mail.

Sending Attachments

To attach a file to an e-mail, do one of the following:

Method 1

Figure 136

1. Click the paperclip icon.
2. Look for the file that you want. Select it and click **Insert**.

Method 2

1. Select **Insert | File**.
2. Look for the file that you want. Select it and click **Insert**.

Method 3

1. Drag and drop the file from a folder window onto the e-mail window.

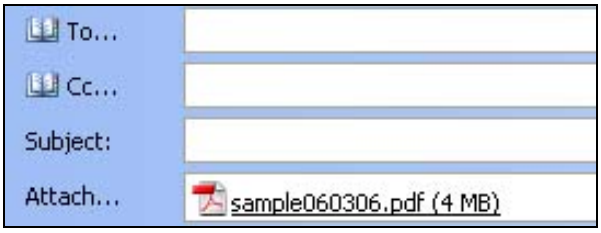


Figure 137

When you attach a document, the **Attach** field opens and the file appears in the field.

Reading Attachments

E-mails with attachments have a paperclip icon.

Figure 138

To read an attachment that you have received, do one of the following:

Method 1

1. Double-click on the attachment to open it.
2. Save the attachment by selecting **File | Save As**.

Method 2

1. Select **File | Save Attachments**.
2. Save the file somewhere on your hard drive.

> Do not open attachments from people you do not know or that you are not expecting. Many different kinds of viruses can be embedded in attachments and are activated when the attachment is open.

> In some cases, an e-mail with one or more attachments will be rejected because the e-mail is too large for the mailbox. Sometimes you can work around this limitation by sending each attachment as a separate e-mail, if the server rejects individual e-mails that are larger than a set amount. Sometimes an e-mail inbox is too full to accept the separate e-mails. In that case, the e-mail will either bounce back or it will simply be lost.

> To learn more about attachments, take this **Microsoft tutorial**. (**Warning:** sound. **Turn off sound**.)

Junk E-Mail

Junk e-mail is unsolicited advertising and other unwanted e-mail. Also called "spam," junk e-mail can occupy your time in sorting through and deleting it as well as introduce security hazards.

Identifying Junk E-Mail

Outlook has a junk e-mail filter that evaluates all incoming e-mail according to several factors, such as who the message is from, when it was sent, and what's in its content. When Outlook determines that an e-mail is junk e-mail, it sends it to the **Junk E-mail** folder.

Dealing with Junk E-Mail

It is a good idea to check your **Junk E-mail** folder often to make sure that legitimate e-mail was not sent there. If a legitimate e-mail is in your **Junk E-mail** folder, you can ensure that e-mail from that sender does not go there again by following these steps:

1. Open the **Junk E-mail** folder.
2. Right-click on the legitimate e-mail.

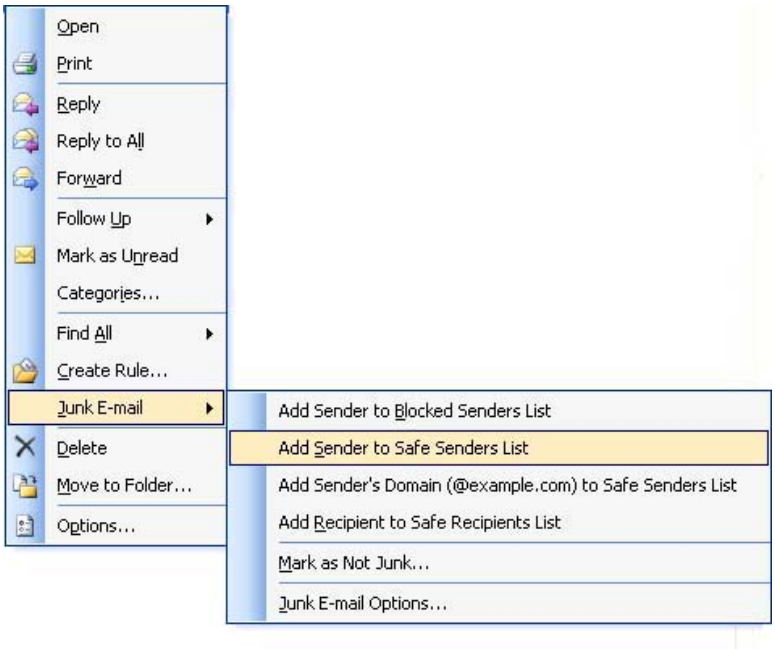


Figure 139

3. Select **Junk E-mail|Add Sender to Safe Senders List**.
4. If the legitimate e-mail came from a company and you want all e-mails from that company to be considered legitimate, select **Add Sender's Domain to Safe Senders List**.

If you find junk e-mail in your inbox, follow these steps to make sure that e-mail from that sender is always identified as junk:

1. Right-click on the junk e-mail.
2. Select **Junk E-mail|Add Sender to Blocked Senders List**.

Filter Settings

You can customize the junk e-mail folder according to your situation and how much junk e-mail you receive.

Select **Actions|Junk E-mail|Junk E-mail Options**.

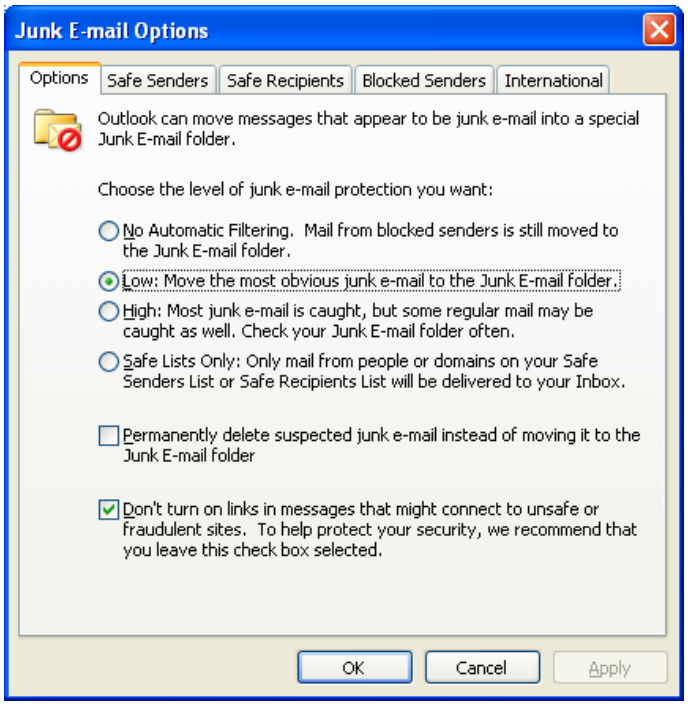

Junk E-mail Options
Options
Safe Senders
Safe Recipients
Blocked Senders
International
Outlook can move messages that appear to be junk e-mail into a special Junk E-mail folder.
Choose the level of junk e-mail protection you want:
No Automatic Filtering. Mail from blocked senders is still moved to the Junk E-mail folder.
Low: Move the most obvious junk e-mail to the Junk E-mail folder.
High: Most junk e-mail is caught, but some regular mail may be caught as well. Check your Junk E-mail folder often.
Safe Lists Only: Only mail from people or domains on your Safe Senders List or Safe Recipients List will be delivered to your Inbox.
Permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder
Don't turn on links in messages that might connect to unsafe or fraudulent sites. To help protect your security, we recommend that you leave this check box selected.
OK
Cancel
Apply

Figure 140

You can choose from four levels of junk e-mail protection. These options are listed in increasing order of protection.

- **No Automatic Filtering**—The only e-mail that is filtered is e-mail from senders on your Blocked Senders list.
- **Low**—Only the most obvious junk e-mail is sent to the Junk E-mail folder.
- **High**—Most junk e-mail is caught, but some legitimate e-mail might be sent to the Junk E-mail folder.
- **Safe Lists Only**—Only mail from people or domains on your Safe Senders list or Safe Recipients list will be delivered to your inbox.

Lists

To configure your lists, follow these steps:

1. Select **Actions|Junk E-mail|Junk E-mail Options**.
2. Select the **Safe Senders** tab.

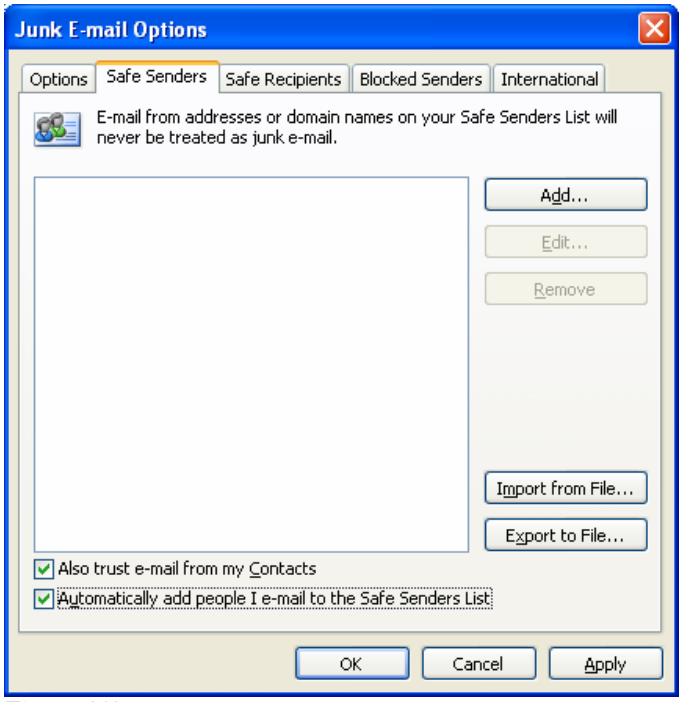


Figure 141

3. To add someone to your Safe Senders list, click **Add**.

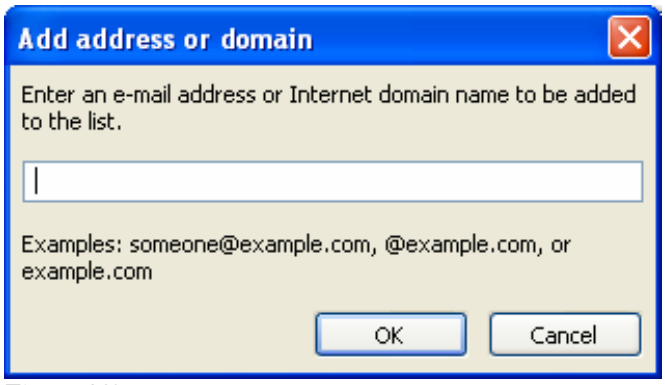

Add address or domain
Enter an e-mail address or Internet domain name to be added to the list.
Examples: someone@example.com, @example.com, or example.com
OK
Cancel

Figure 142

4. Type the full e-mail address or type just a domain, e.g., `@domain.com` and click **OK**.
5. Check the **Also trust e-mail from my Contacts** check box if you want to add them to your Safe Senders list.

6. To automatically add people to whom you send e-mail to the Safe Senders list, check the **Automatically add people I e-mail to the Safe Senders List** check box.
7. To configure the Safe Recipients list, select the **Safe Recipients** tab. Repeat Steps 3 and 4 to add names to the list.
8. To configure the Blocked Senders list, select the **Blocked Senders** tab. Repeat Steps 3 and 4 to add names to the list.
9. Select the **International** tab to block e-mails from individual countries.
10. Click **Blocked Top-Level Domain List**.

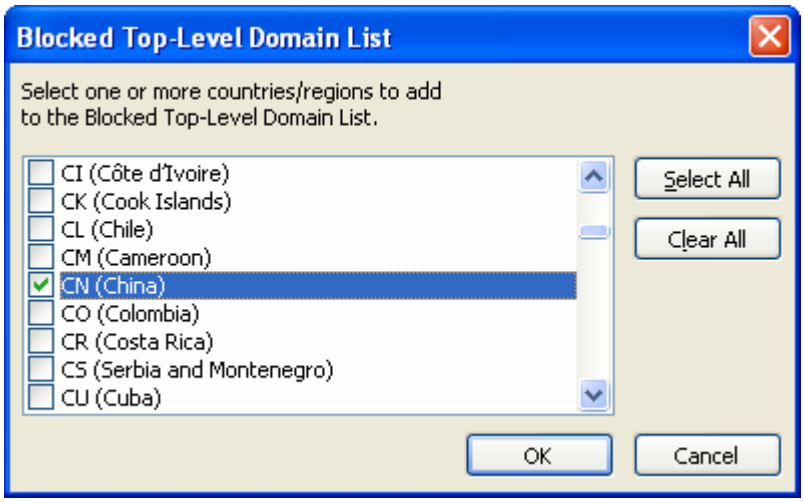


Figure 143

11. Scroll through and check the countries from which you do not want to receive e-mail. For example, if you check CN (China), you will not receive e-mails from the .cn domain, i.e., @domain.cn. However, if a Chinese company has a .com address, it will not be blocked.
12. Click **Blocked Encodings List**.
13. Scroll through and check the language encoding that you do not wish to receive.

To learn more about dealing with junk e-mail, take this **Microsoft tutorial**. (**Warning:** sound. **Turn off sound**.)

Calendar

The calendar function allows you to keep track of your appointments and schedule meetings with other people in the company. To view the calendar, click **Calendar** in the Navigation Pane or select **Go | Calendar**.

Group Appointments **Public Calendars** **Group Scheduling** **Scheduling Across Time Zones**

You can view the calendar by day, work week, regular week and month.

Figure 144

To record a simple appointment, follow these steps:

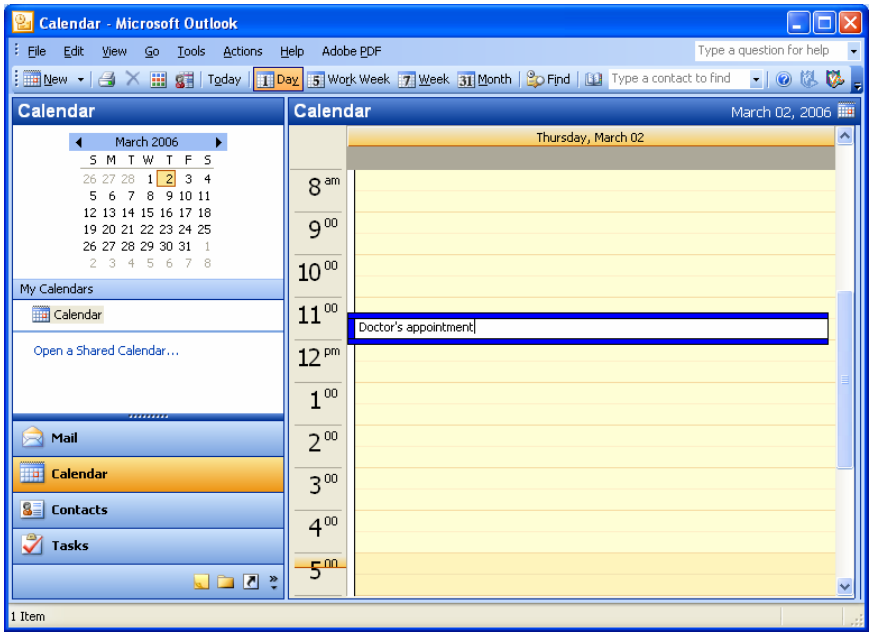


Figure 145

1. In **One-Day** view or **Work Week** view, click on the hour of the appointment and type the appointment.

Group Appointments

To make an appointment with other people in the company, follow these steps:

1. Click **New**.

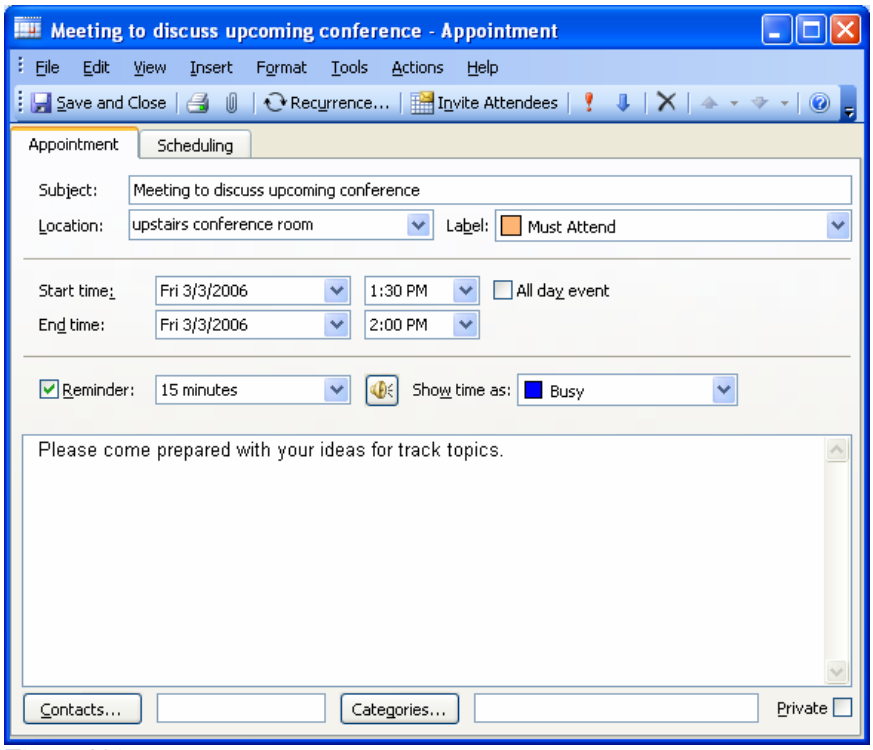


Figure 146

2. In the **Subject** field, type the name of the appointment or meeting.
3. In the **Location** field, type the location or select from the drop-down menu.
4. **Optional:** From the **Label** drop-down menu, select a label to attach to the meeting.
5. Make sure that the information in the **Start time** and **End time** fields is correct.
6. If it is an all-day event, check the **All day event** box.
7. **Optional:** If you would like to set a reminder for the meeting, check the **Reminder** box and from the drop-down menu select how much time prior to the meeting to send the reminder.
8. From the **Show time as** drop-down menu, select a designation for the meeting. The default is **Busy**, which means that you cannot accept other appointments during that time. When other users accept the meeting, it marks their calendars as busy for that time, too.
9. **Optional:** In the space provided, type any comments for clarification.
10. Click the **Invite Attendees** button. A field opens above the **Subject** field.

11. Click the **To** button.

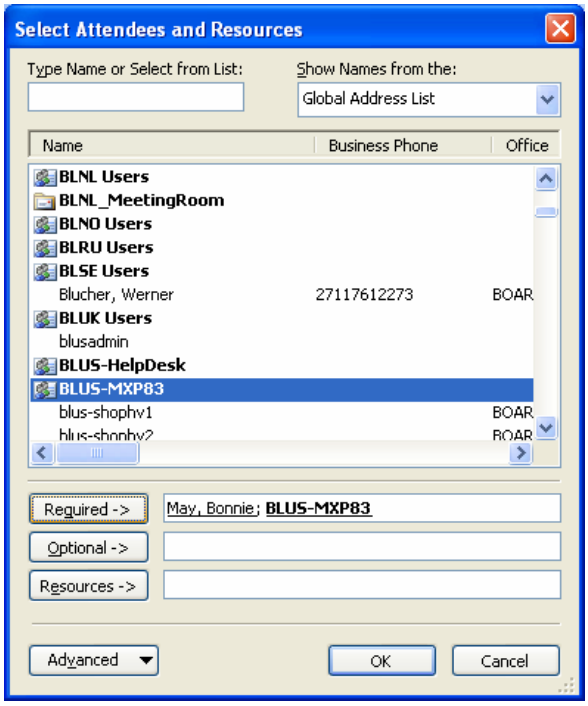


Figure 147

12. Select the name of the person or group who is to attend the meeting. Click **Required** for those who must be there, **Optional** for those who can opt out of the meeting, or **Resources** for rooms or equipment that you want to reserve. In order to reserve a resource, it must have its own e-mail box. When finished, click **OK**.

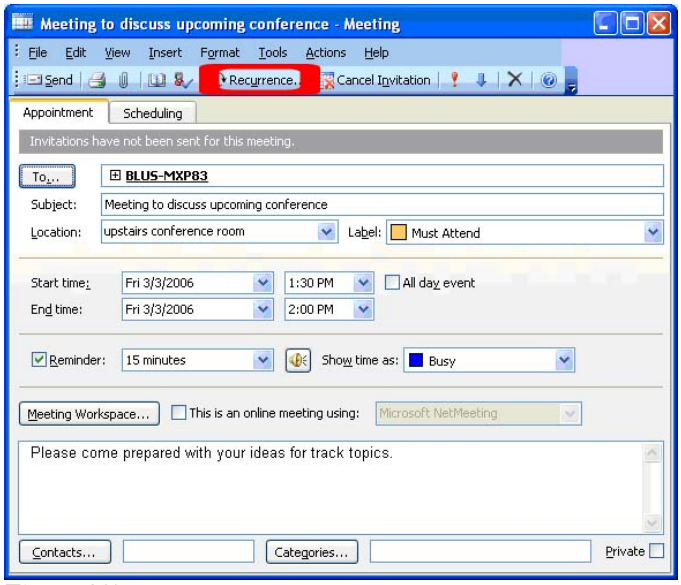


Figure 148

13. If you want to schedule this as a regularly occurring meeting, click **Recurrence**.

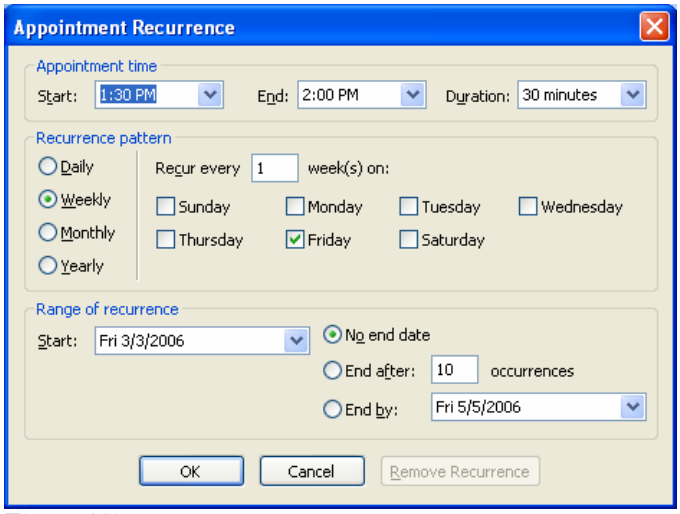


Figure 149

14. From the **Start**, **End**, and **Duration** drop-down menus, select the time and length of the meeting.
15. In the **Recurrence pattern** section, select how often the meeting will occur.
16. In the **Range of recurrence** section, select the date when the meetings will stop recurring, if at all. Click **OK**.
17. When all of the information is correct, click **Send**.

Group Scheduling and Public Folder Calendars

This process is used when users are set up with personal folders (.PST) for their mail delivery and they wish to share calendar information with other users.

Setting Up a Calendar in Public Folders

Public folders are information stores that reside on the e-mail server. In general, creation of a public folder is restricted to administrators. If you would like to use a public folder information store, please contact your e-mail administrator and he will assist you in setting up the correct folder.

Viewing a Public Folder Calendar

Public folders can be viewed from the Navigation Pane.

1. Select **Go|Folder Lis**t to open the Folder List view.
2. Scroll down until you find the **Public Folders** folder.

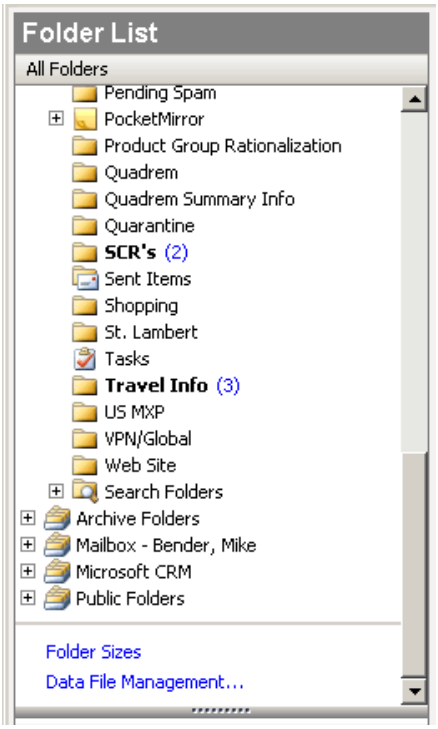


Figure 150

3. Click on the plus (+) sign to expand the folder. Continue to expand the folder hierarchy until you get to the folder you are looking for.

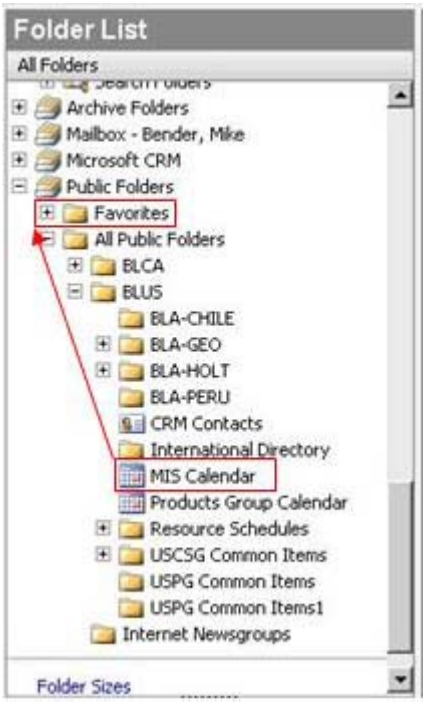


Figure 151

4. Drag and drop the calendar into the **Favorites** folder.
5. Open the **Calendar** view in the Navigation Pane.

Calendar
November 2004
S M T W T F S
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11
My Calendars
Calendar
Calendar in Archive Folders
Calendar in Microsoft CRM
Calendar in Mailbox - Bender, Mike
Other Calendars
MIS Calendar in Public Folders (3)
Holt Group Calendar in Public Folders
Products Group Calendar in Public Folders
Open a Shared Calendar...

Figure 152

6. The selected calendar appears under **Other Calendars**. Check the box next to the public calendar to display it side-by-side with your personal calendar. You can display as many calendars side-by-side as you can fit in the window.

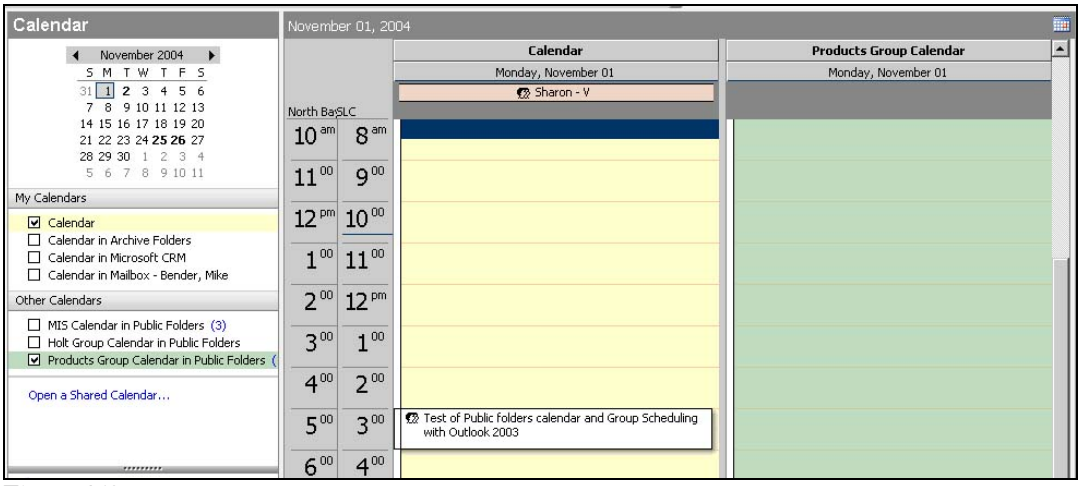


Figure 153

Setting Up Group Schedules

Group schedules are available only in Outlook 2003. These enable the user to create groups of users and to quickly view their calendars. More importantly, group schedules allow a user to send all members of the group an e-mail to schedule a meeting request. It is this functionality that we will use to keep the group calendar up-to-date with group activities.

To create a group schedule, follow these steps:

1. Select **Actions | View Group Schedules**. The **Group Schedules** dialog box appears.

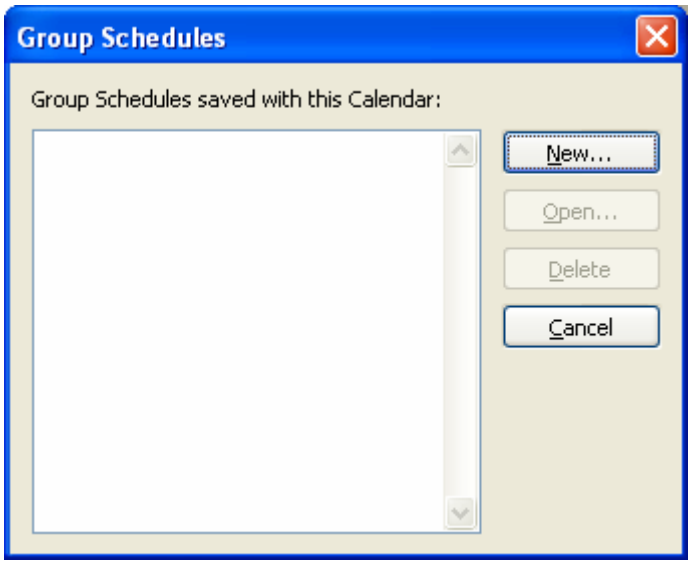


Figure 154

2. Click **New**.

Figure 155

3. Name the group schedule and click **OK**. The Customized Group Schedules dialog box appears.

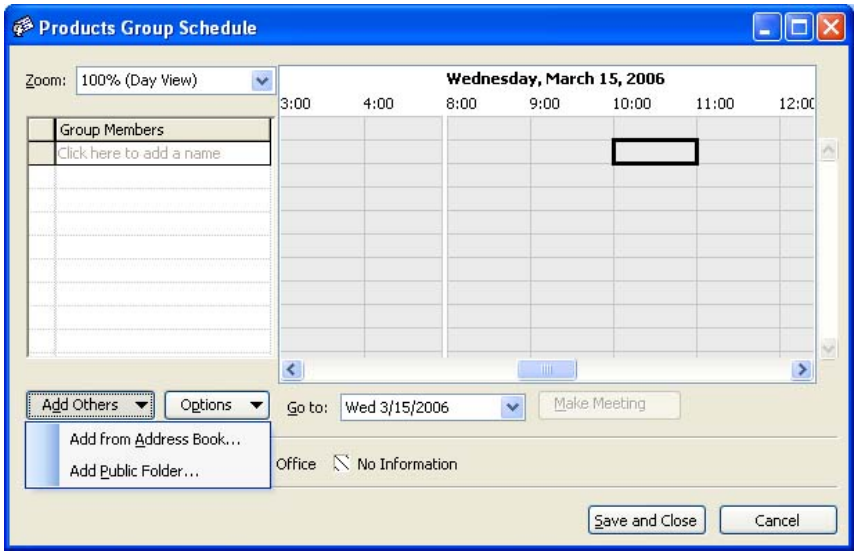


Figure 156

4. Click **Add Others**. If you are adding users, select **Add from Address Book**.

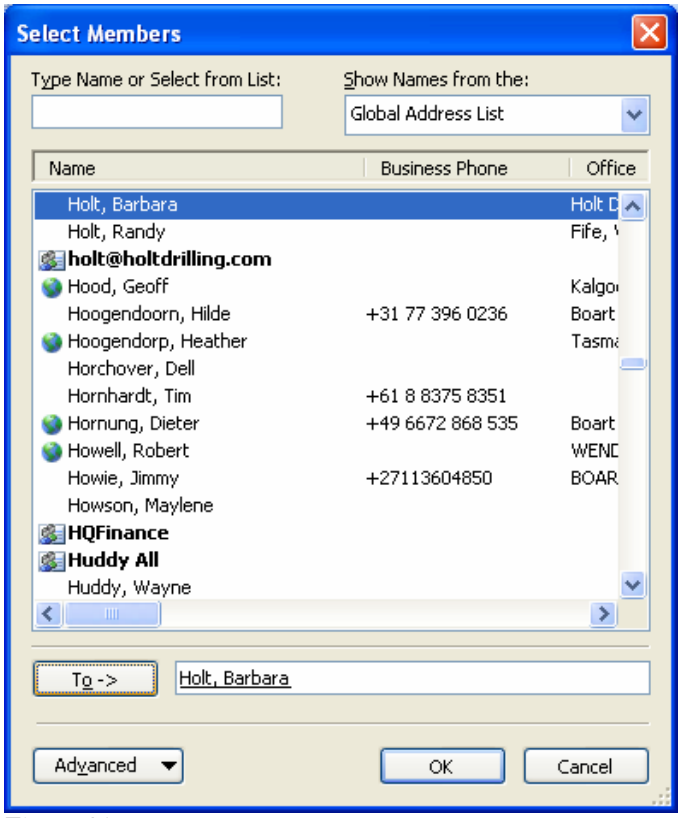


Figure 157

5. Use the address book to select the users that are to share the calendar. Select a user and click the **To** button. To select multiple individual users, press and hold **Ctrl** and click on the

names. To select a range of users, click the first user, press and hold **Shift**, and click the last user.

6. Once you have selected all of the users, Click **OK**.

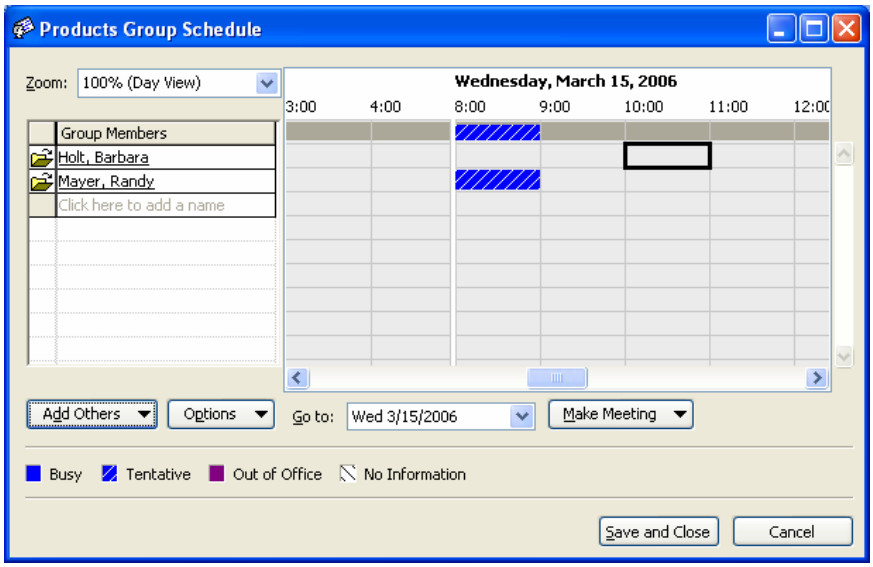


Figure 158

7. To add a public folder calendar to your group schedule, click **Add Others** and select **Add Public Folder**.

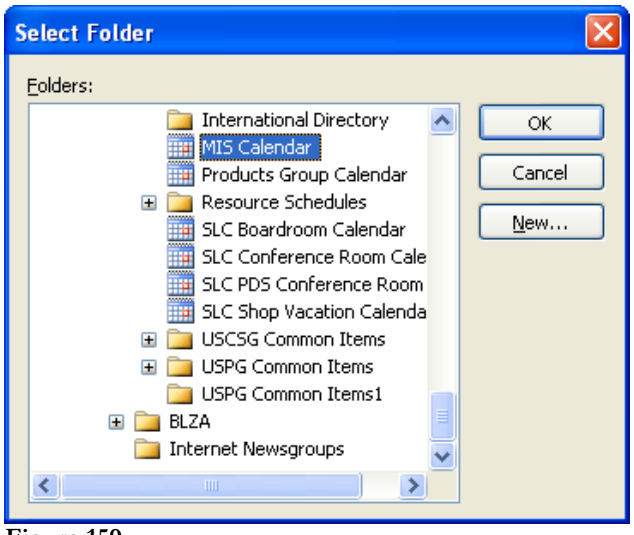


Figure 159

8. Select the public folder calendar you wish to add to the group. Click **OK**.

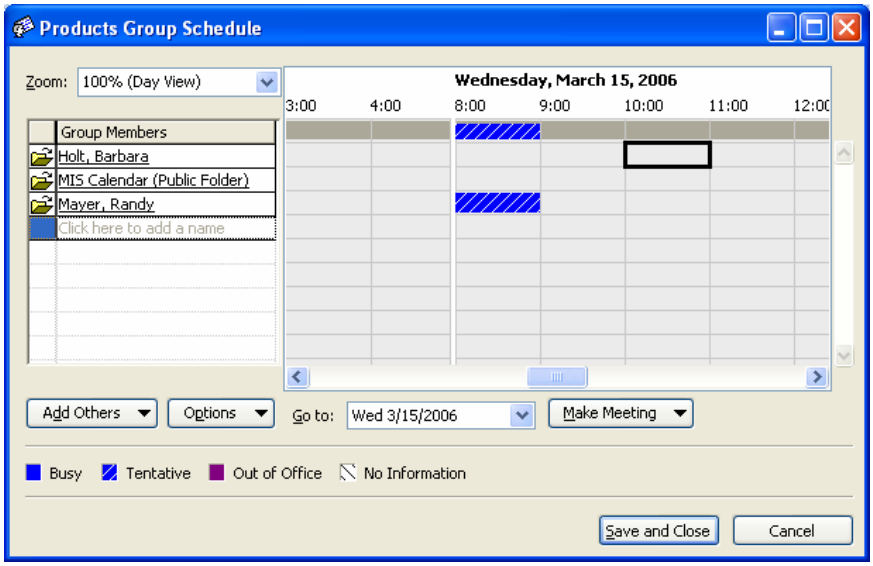


Figure 160

9. Click **Save and Close**. You now have a group list for publishing appointments and activities. This list will be available to you from the Calendar screen by selecting **Actions | View Group Schedules**.

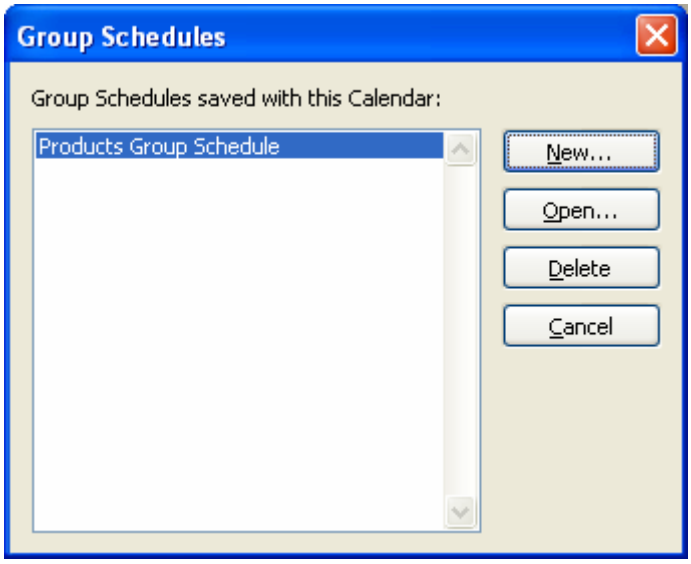


Figure 161

10. Select the group schedule that you want and click **Open**.
11. To schedule a meeting or appointment, click **Make Meeting**.

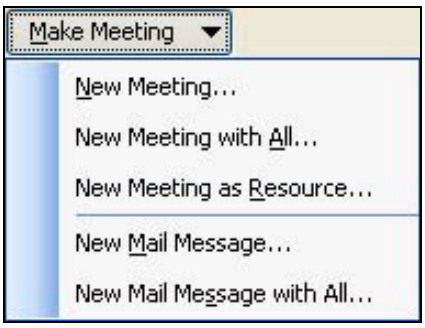


Figure 162

12. To send a meeting invitation to all users in the group, select **New Meeting with All**. To select specific users or send the meeting to the Public Calendar only, select **New Meeting**.

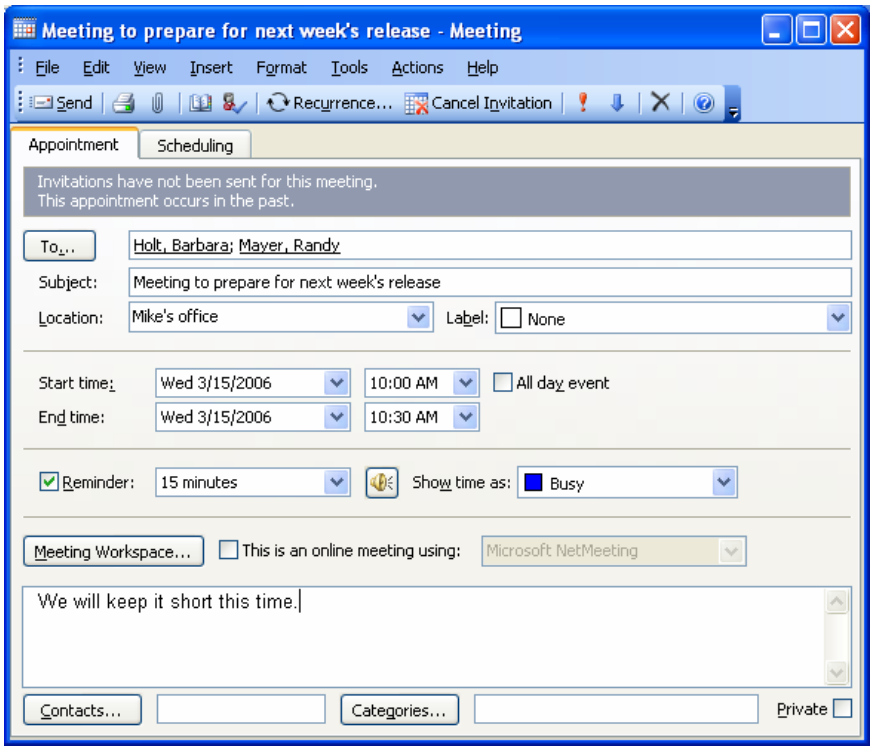


Figure 163

13. In the **Subject** field, type a name for the meeting.
14. In the **Start time** and **End time** fields, set the meeting times.
15. Set the **Reminder** if you wish, and type any other information in the space provided.
16. Select the **Scheduling** tab.

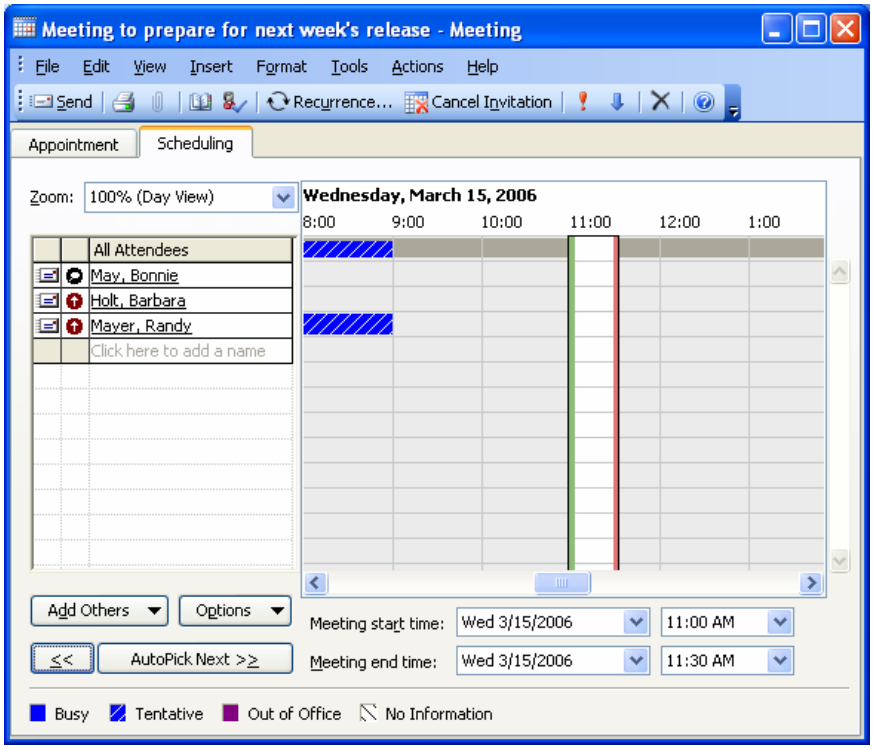

Meeting to prepare for next week's release - Meeting
File Edit View Insert Format Tools Actions Help
Send Recurrence... Cancel Invitation
Appointment Scheduling
Zoom: 100% (Day View)
Wednesday, March 15, 2006
8:00 9:00 10:00 11:00 12:00 1:00
All Attendees
May, Bonnie
Holt, Barbara
Mayer, Randy
Click here to add a name
Add Others Options
<< AutoPick Next >>
Meeting start time: Wed 3/15/2006 11:00 AM
Meeting end time: Wed 3/15/2006 11:30 AM
Busy Tentative Out of Office No Information

Figure 164

17. Make sure that your attendees have the time free. If their schedules show a conflict, you can click **AutoPick Next** to find the next time when all attendees are available.
18. When finished, click **Send**.

Scheduling Meetings Across Time Zones

When scheduling a meeting that involves people in two different time zones (such as with an on-line meeting), you can see what time it is in both time zones at once, so that you can schedule a convenient time for both parties.

To show two time zones, follow these steps:

1. In Calendar view, right-click on the space where the time of day is shown.
2. Select **Change Time Zone**.

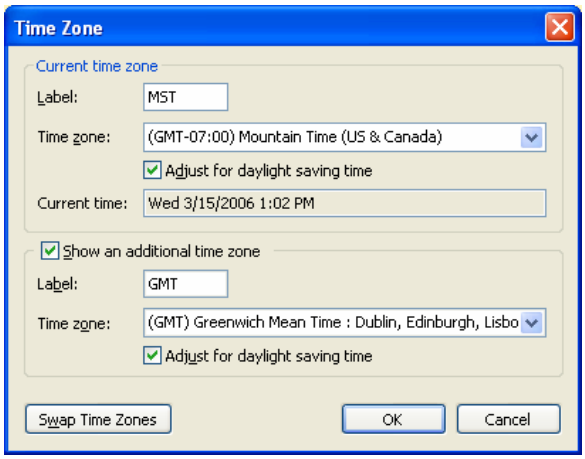


Figure 165

3. In the first **Label** field, type a name for the time zone that you are currently in.
4. From the **Time zone** drop-down menu, select your time zone.
5. Check the **Show an additional time zone** check box.
6. In the second **Label** field, type a name for the other time zone.
7. From the **Time zone** drop-down menu, select the other time zone.
8. Click **OK**.

Figure 166

9. The first time zone shows up on the right of the second time zone. In this example, you can see that a 3:00 pm meeting in the Mountain time zone would occur at 10:00 pm in Greenwich Mean Time.

To learn more about Calendar features, take this **Microsoft tutorial**.
(**Warning:** Sound. **Turn off sound**.)

Contacts

The contacts function allows you to collect information about people and organize it. To create a new contact, follow these steps:

1. Click **New**.

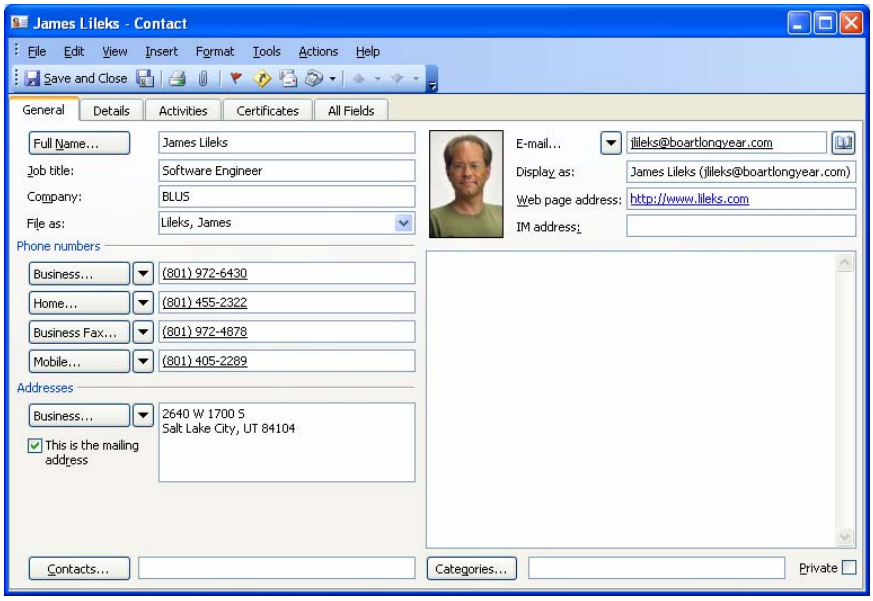


Figure 167

2. Fill in the fields with the contact's name, address, telephone numbers, and e-mail address. To add a photo, click on the photo field and select the photo from a file. When finished, click **Save and Close**.

Figure 168

3. The contact information shows up in the **Contacts** view.

Creating Distribution Lists

A distribution list is a group of names and e-mail addresses to which you regularly send e-mails. For example, you can create a distribution list that includes all of the e-mail addresses of the people on your team.

To create a distribution list, do one of the following:

Method 1

1. Select **File|New|Distribution List** or select **Actions|New Distribution List**.

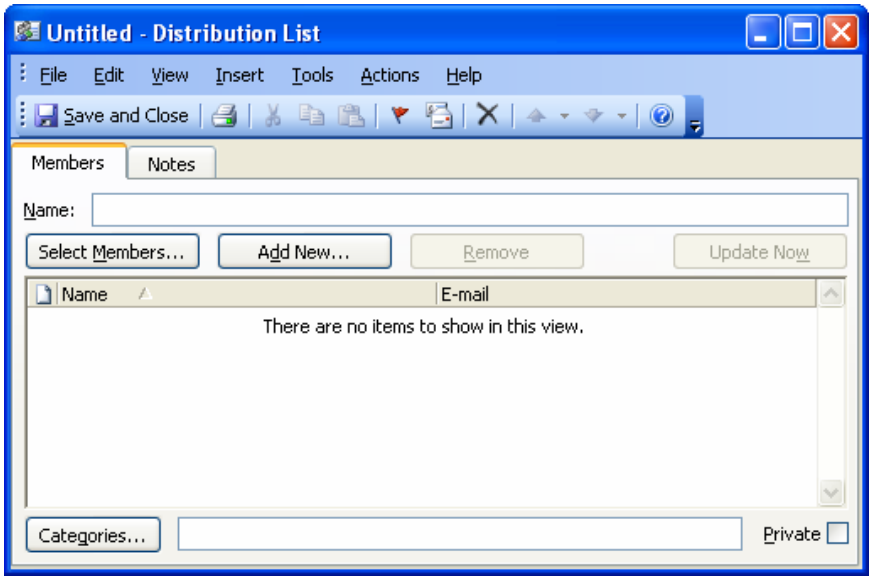


Figure 169

2. To add members from the address book, click **Select Members**.

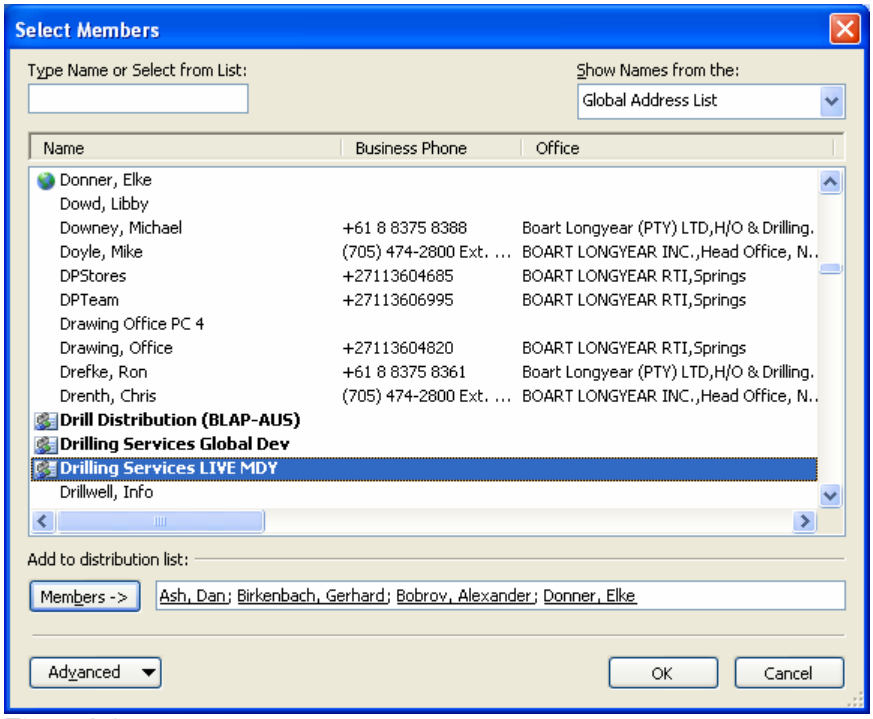


Figure 170

3. Select the people that you want to add to the distribution list and click **Members ->**. The entries in boldface are currently constituted distribution lists. You can also add these to your distribution list. Click **OK**.

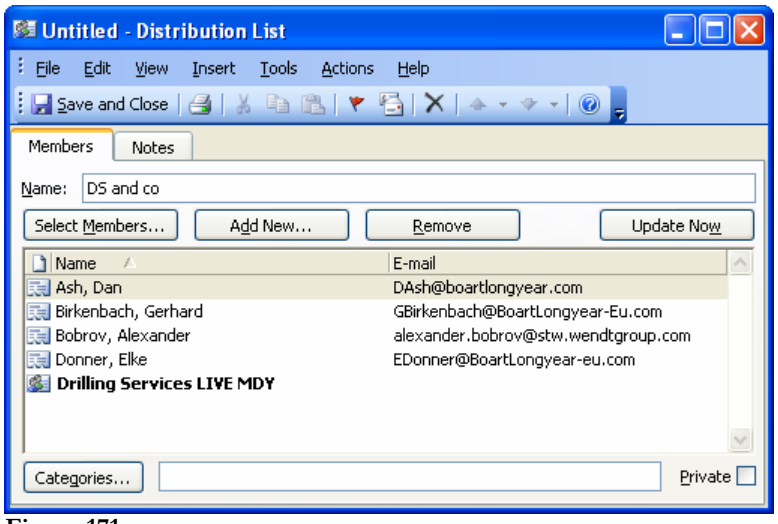


Figure 171

4. Type a name for the distribution list.
5. To add a member who is not in the address book, click **Add New**.

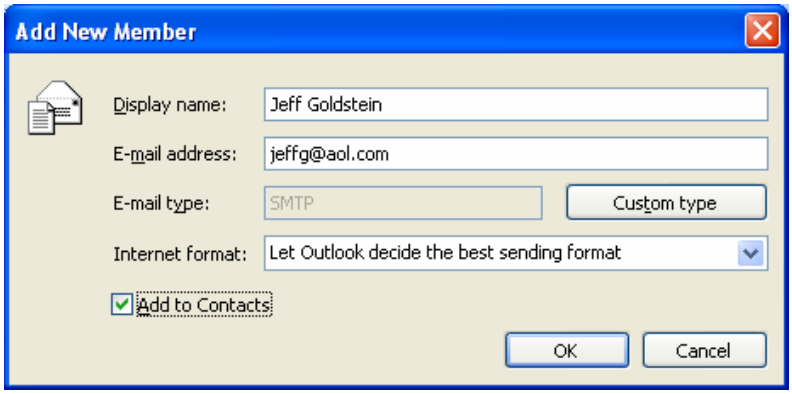


Figure 172

6. Type the name and e-mail address of the person.
7. Check the **Add to Contacts** check box if you want to add him to the Contacts list. Click **OK**.
8. When your distribution list is correctly constituted, click **Save and Close**.

Figure 173

9. The distribution list and the new contact show up in the **Contacts** view.

Method 2

Use this method to create a distribution list from the names in an e-mail.

1. Open the e-mail from which you want to copy the names.
2. Select the names in the **To** or **Cc** fields.
3. Press **Ctrl+C**.
4. Select **File|New|Distribution List**.
5. In the **Name** field, type a name for the distribution list.
6. Click **Select Members**.

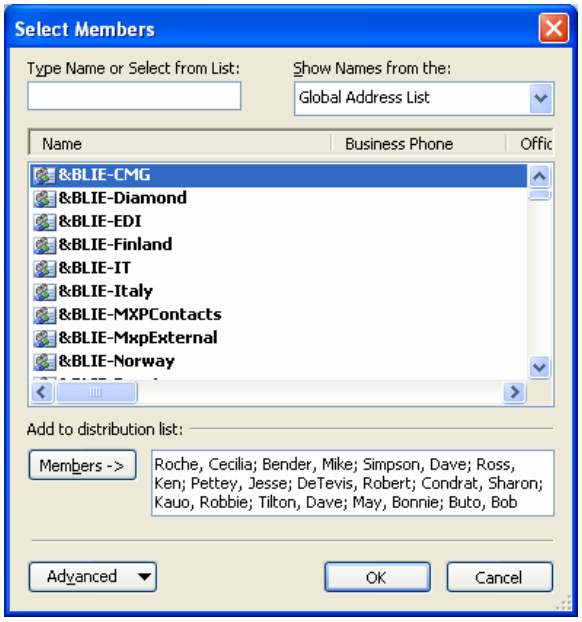


Figure 174

7. Position your cursor in the **Add to distribution list** field and press **Ctrl+V**.
8. Click **OK**.

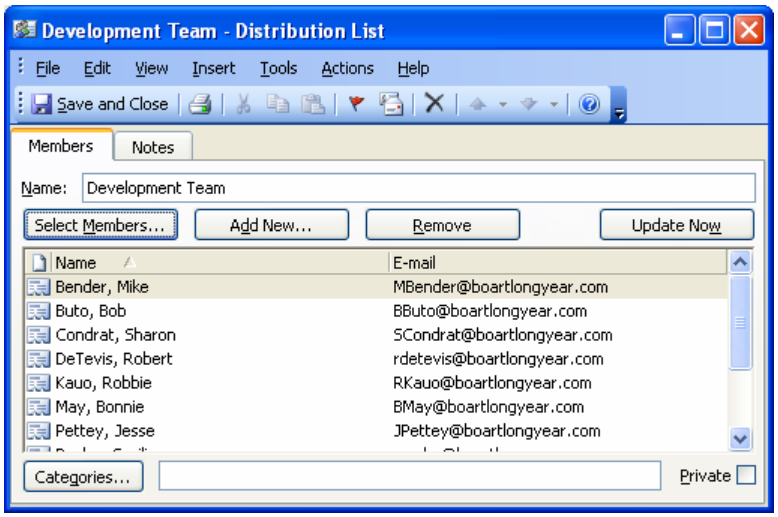


Figure 175

9. The copied names show up in the space provided. Click **Save and Close** to create the group.

Using Distribution Lists

To send e-mail to your distribution list, do one of the following:

Method 1

1. Right-click the distribution list.

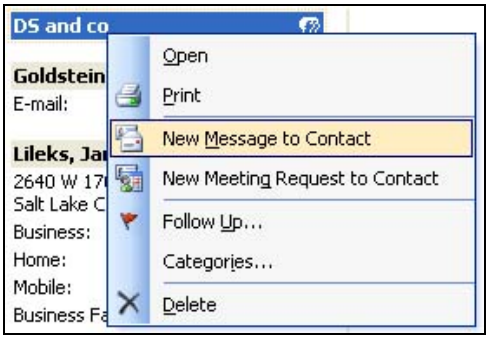


Figure 176

2. Select **New Message to Contact**. A new e-mail window opens with the distribution list in the **To** field.

Method 2

1. Switch to **Mail** in the Navigation Pane.
2. Click **New**. A new e-mail window opens.
3. Click the **To** button. The **Select Names** window opens.

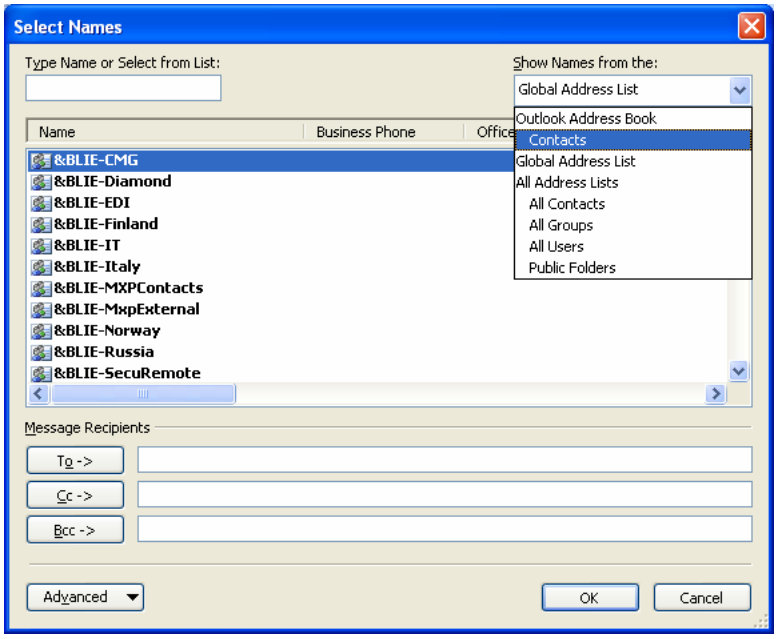


Figure 177

4. From the **Show Names from the** drop-down menu, select **Contacts**.

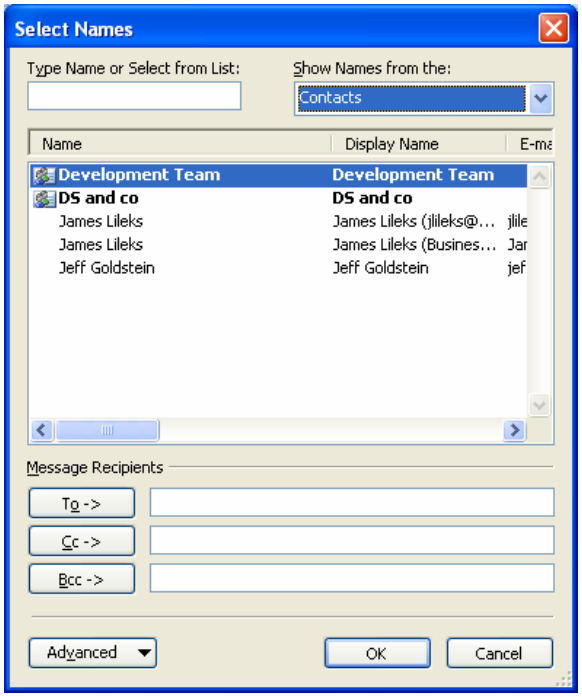


Figure 178

5. Your contact list appears. The distribution lists will be in bold-face and have a group icon next to the name. Select the distribution list and click the **To->** button.
6. Click **OK**. The distribution list appears in the **To** field of the new e-mail.

Tasks

Use Tasks to organize your work or to assign tasks to other employees.

To create a new task, follow these directions:

1. Switch to **Tasks** in the Navigation Pane or select **Go|Tasks**.
2. Click **New**.

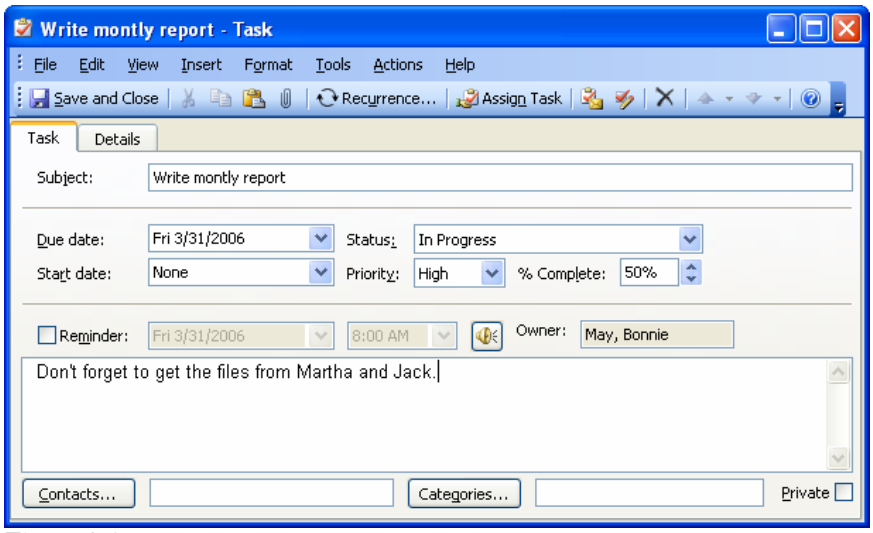


Figure 179

3. In the **Subject** field, type the name of the task.
4. From the **Due date** drop-down menu, select the date that the task must be done.
5. From the **Status** drop-down menu, select **Not Started**, **In Progress**, **Completed**, **Waiting on someone else**, or **Deferred**.
6. From the **Priority** drop-down menu, select **Low**, **Normal**, or **High**.
7. In the **% Complete** field, type the percentage that represents how much of the task is done.
8. Set a reminder if you wish.
9. Type notes in the space provided.
10. To assign the task to another employee, click **Assign Task**.
11. Click the **To** button.
12. In the **Select Task Recipient** window, select the person or persons to whom you want to assign the task.
13. When finished, click **Save and Close**.

MICROSOFT OFFICE WORD 2003

Microsoft Word is a word processor that allows you to create documents such as letters, reports, and faxes. Open Microsoft Word by selecting **Start | All Programs | Microsoft Office | Microsoft Office Word 2003** or by clicking the Word **icon on your desktop**.

Figure 180

Creating a Document | Viewing | Formatting | Table of Contents
Spell Check | Tables | Graphics | Track Changes

Setting Up

Microsoft Word comes with various default settings already in place. You may not want those default settings. This section tells you how to disable or enable several default settings.

Spelling and Grammar Check

The default setting on Word is to check spelling and grammar as you type. This results in red and green wavy lines underneath parts of your text. The red wavy line means that the word is misspelled. The green wavy line means that the grammar is not correct. (**Note:** The grammar check is not infallible: it marks as incorrect many perfectly fine sentences.)

Figure 181

If you want to keep the spell check running while you type, you can use it to correct words as you go. Type the correct spelling of the underlined word or right-click on it and choose the correct word from the suggested list.

To turn off the automatic spelling and grammar check, follow these steps:

1. Select **Tools | Options**.

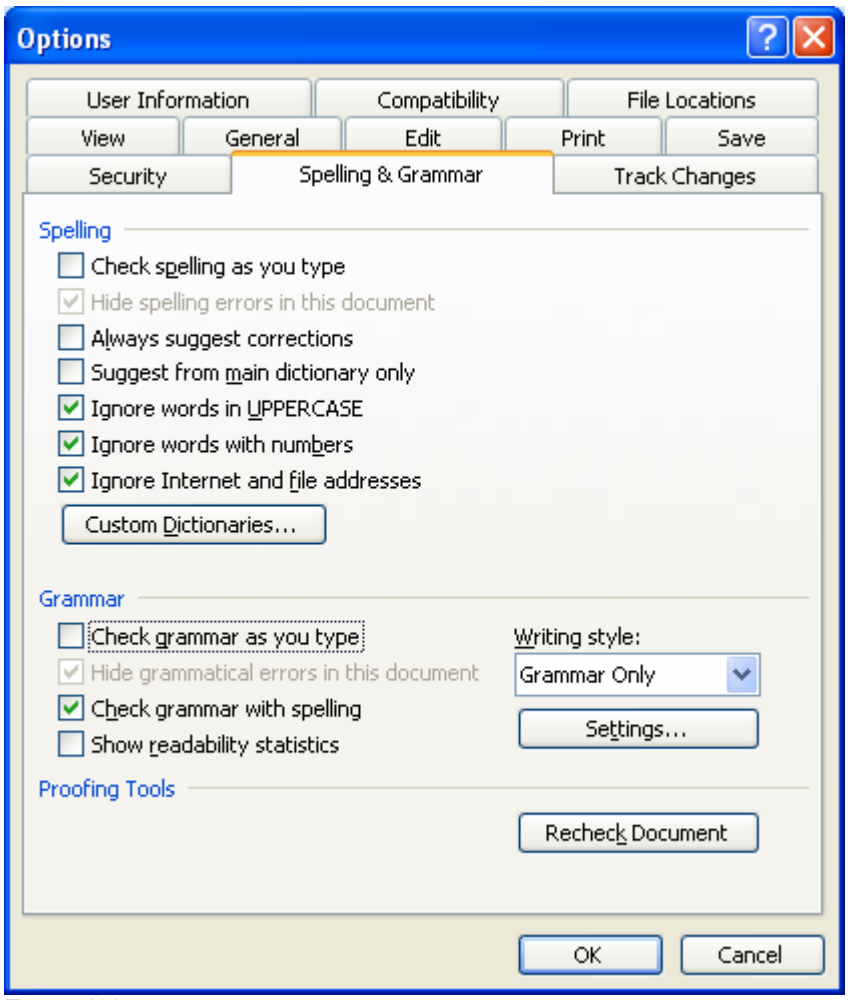


Figure 182

2. Select the **Spelling & Grammar** tab.
3. Clear the **Check spelling as you type** and **Check grammar as you type** check boxes. Click **OK**.

Units of Measurement

To change the unit of measurement for the rulers and other measurements, follow these steps:

1. Select **Tools | Options**.
2. Select the **General** tab.

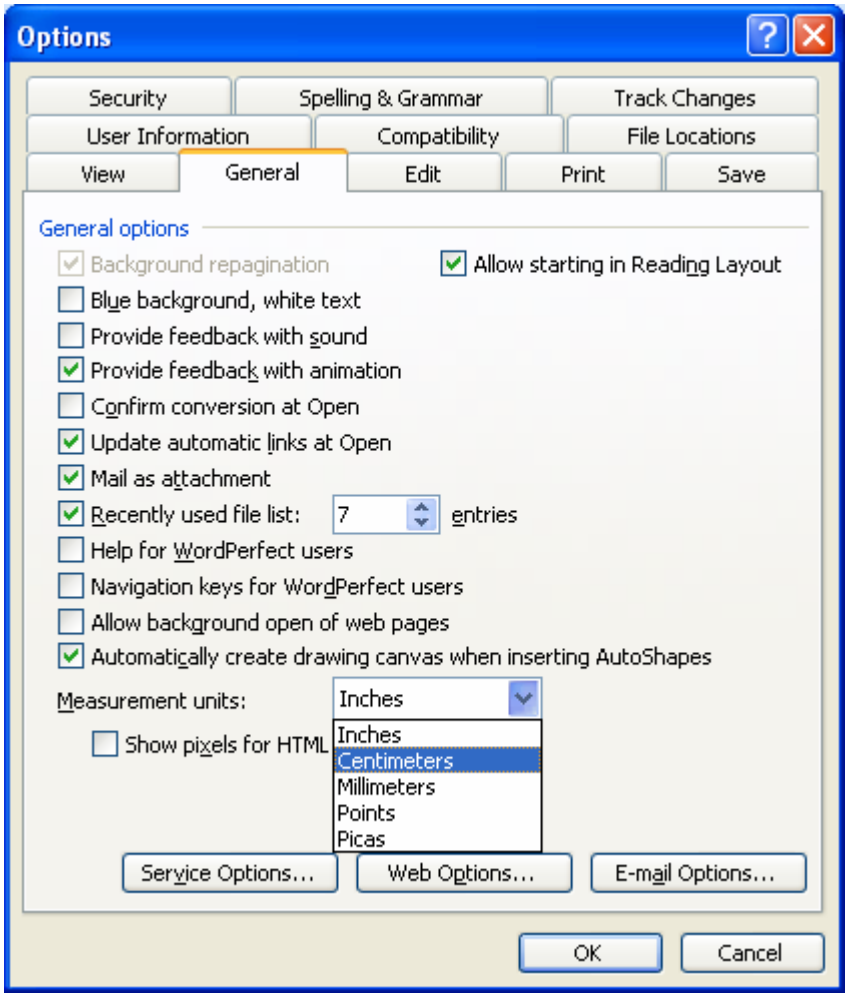


Figure 183

3. From the **Measurement units** drop-down menu, select the unit of measurement of your choice.

AutoCorrect Options

Word comes pre-programmed with several automated features. To disable these features, select **Tools|AutoCorrect Options**.

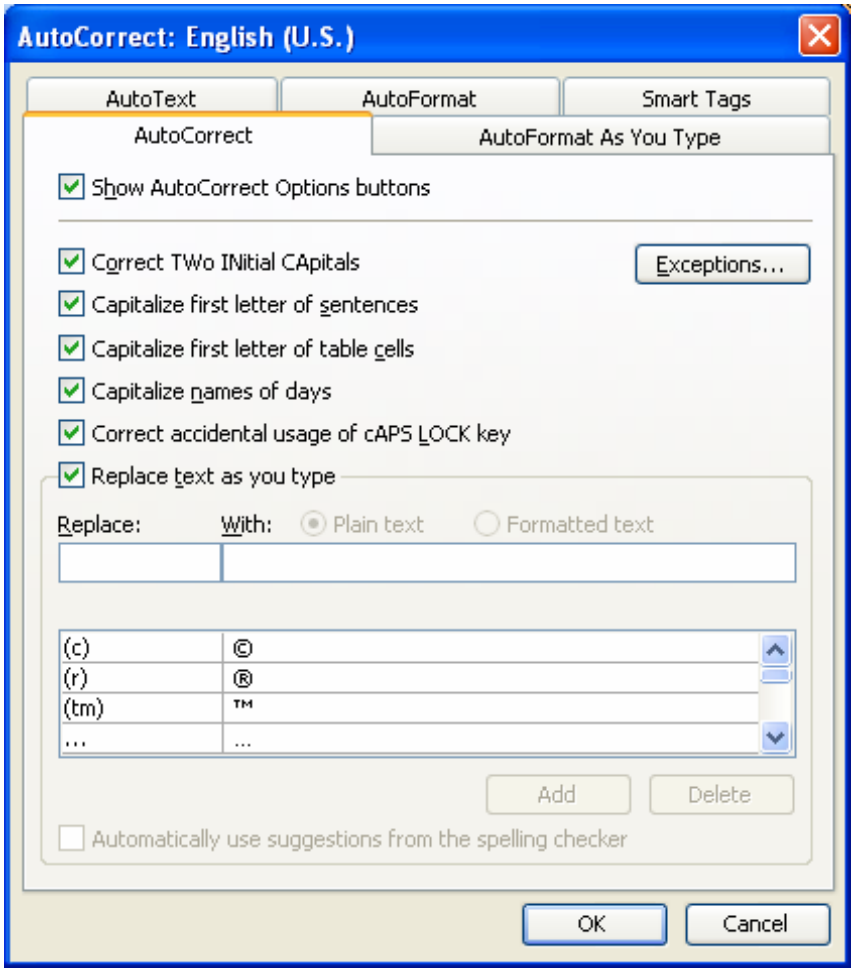


Figure 184

1. Clear any of the check boxes that you wish.
2. In the **Replace text as you type** section, you can type your most frequent misspellings and typos into the **Replace** field and type the correct spelling in the **With** field. Click **Add** for each entry.

3. Select the **AutoFormat As You Type** tab.

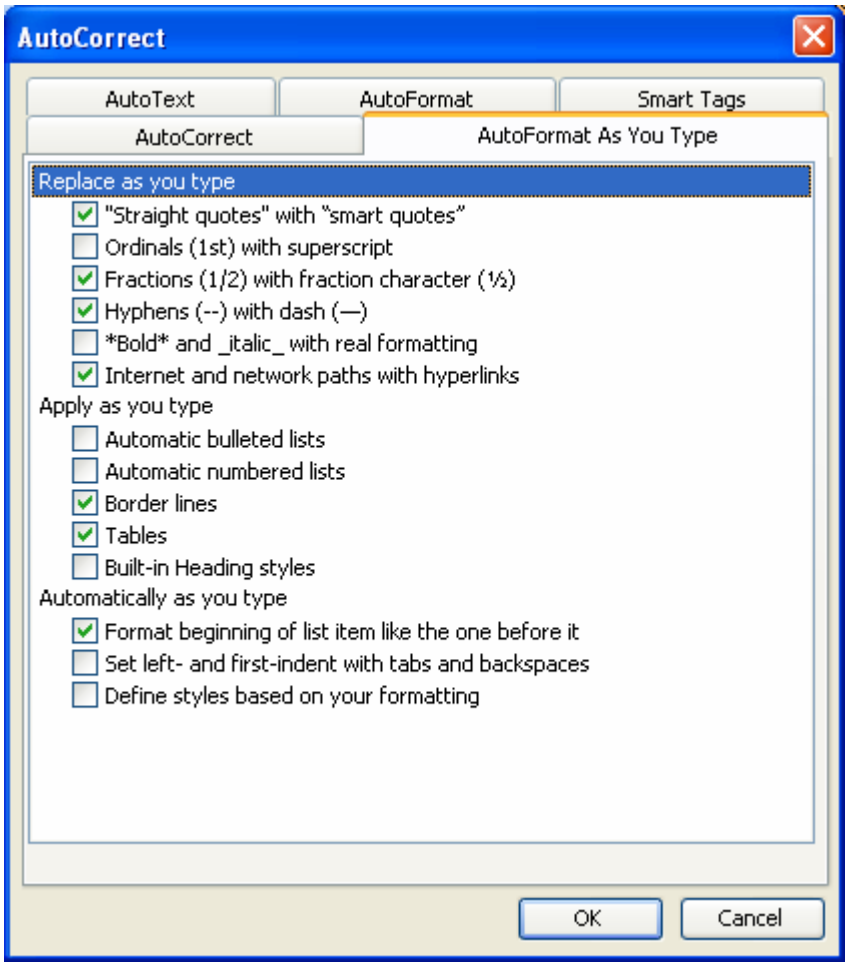


Figure 185

4. Check or clear the check boxes that you wish.

European Characters

If you need to use European characters, use these keyboard shortcuts to add diacritical marks to the letters.

Keystroke	Result
Ctrl+ ` (ACCENT GRAVE), *the letter*	à, è, ì, ò, ù, À, È, Ì, Ò, Ù
Ctrl+ ' (APOSTROPHE), *the letter*	á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý
Ctrl+Shift+ ^ (CARET), *the letter*	â, ê, î, ô, û Â, Ê, Î, Ô, Û
Ctrl+Shift+ ~ (TILDE), *the letter*	ã, ñ, õ Ã, Ñ, Õ
Ctrl+Shift+ : (COLON), *the letter*	ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ï, Ö, Ü, Ÿ
Ctrl+Shift+ @, a or A	å, Å
Ctrl+Shift+ &, a or A	æ, Æ
Ctrl+Shift+ &, o or O	œ, Œ
Ctrl+ , (COMMA), c or C	ç, Ç
Ctrl+ ' (APOSTROPHE), d or D	ð, Ð
Ctrl+ /, o or O	ø, Ø
Alt+Ctrl+Shift+ ?	¿
Alt+Ctrl+Shift+ !	¡
Ctrl+Shift+ &, s	ß

These keystrokes work only in Microsoft Word and Microsoft Office. To find other special characters, select **Insert | Symbol**. To set up your keyboard for a non-English language, see **Language and Country-Specific Adjustments**.

Creating a Document

1. To open Microsoft Word, select **Start | All Programs | Microsoft Office | Microsoft Office Word 2003** or double-click the icon on your desktop.
2. If you want to use a template, select **File | New**. The **New Document** task pane opens on the far right of the screen.

> The **New Document** task pane will not open if you press **Ctrl+N**.

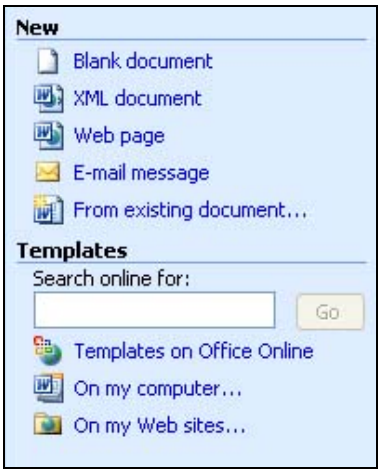


Figure 186

3. Click **On my computer** to find pre-installed templates or click **Templates on Office Online** to find templates on the Microsoft web site. You need an Internet connection to use the second option.

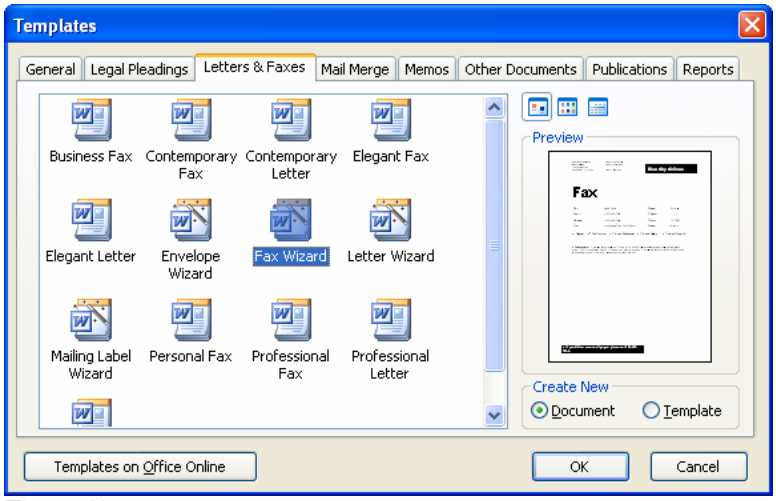


Figure 187

4. Select the tab according to the type of template that you want.
5. Select the template to see it in the **Preview** frame.

Figure 188

6. If you select a wizard, it will guide you through the steps to create that type of document.

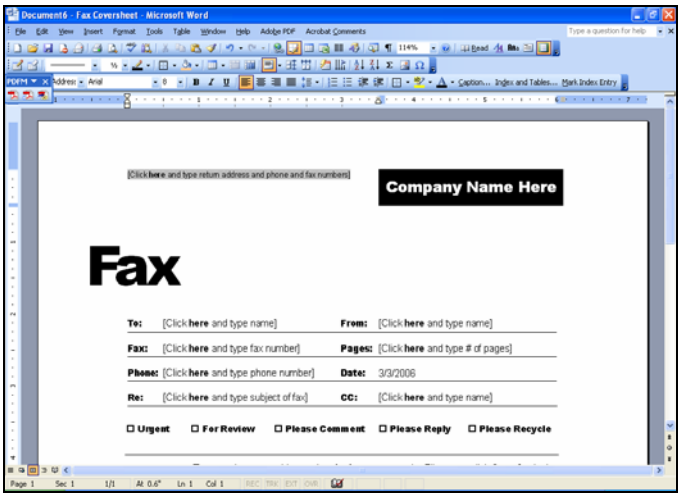

Company Name Here
Fax
To: [Click here and type name]
From: [Click here and type name]
Fax: [Click here and type fax number]
Pages: [Click here and type # of pages]
Phone: [Click here and type phone number]
Date: 3/3/2006
Re: [Click here and type subject of fax]
CC: [Click here and type name]
Urgent
For Review
Please Comment
Please Reply
Please Recycle

Figure 189

7. If you select a regular template, it will open in Word. Follow the instructions to "Click **here** and type xxx."

Viewing a Document

You can choose various ways of viewing a document, depending on what kind of information you need to see.

View|Normal

Normal view is the most basic view. It shows your document as one continuous page, with page breaks designated by dotted lines. From **Normal** view, you cannot see headers and footers, nor can you see the size of the margins.

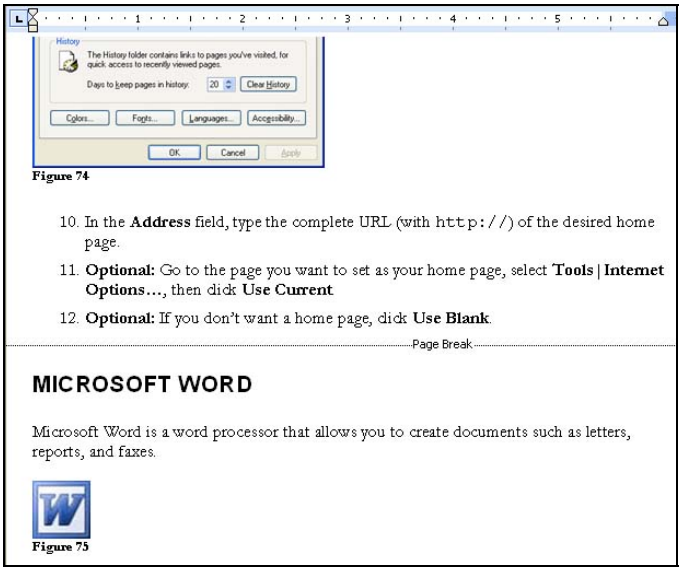

History
The History folder contains links to pages you've visited, for quick access to recently viewed pages.
Days to keep pages in history: 20
Clear History
Colors...
Fonts...
Languages...
Accessibility...
OK
Cancel
Apply
Figure 74
10. In the Address field, type the complete URL (with http://) of the desired home page.
11. Optional: Go to the page you want to set as your home page, select Tools | Internet Options..., then click Use Current.
12. Optional: If you don't want a home page, click Use Blank.
Page Break
MICROSOFT WORD
Microsoft Word is a word processor that allows you to create documents such as letters, reports, and faxes.
Figure 75

Figure 190

View|Web Layout

Web Layout view is similar to **Normal** view, except that page breaks are not shown.

View|Print Layout

Print Layout shows you how your document will look on a page. You can see headers, footers, margins and actual page breaks.

BOART LONGYEAR
MICROSOFT WORD
Viewing a Document
Viewing a Document
You can choose various ways of viewing a document, depending on what kind of information you need to see.
View | Normal
Normal view is the most basic view. It shows your document as one continuous page, with page breaks designated by dotted lines. From Normal view, you cannot see headers and footers, nor can you see the size of the margins.

Figure 191

When in **Print Layout**, you can select a two-page view from the **Zoom** drop-down menu on the **Standard** toolbar.

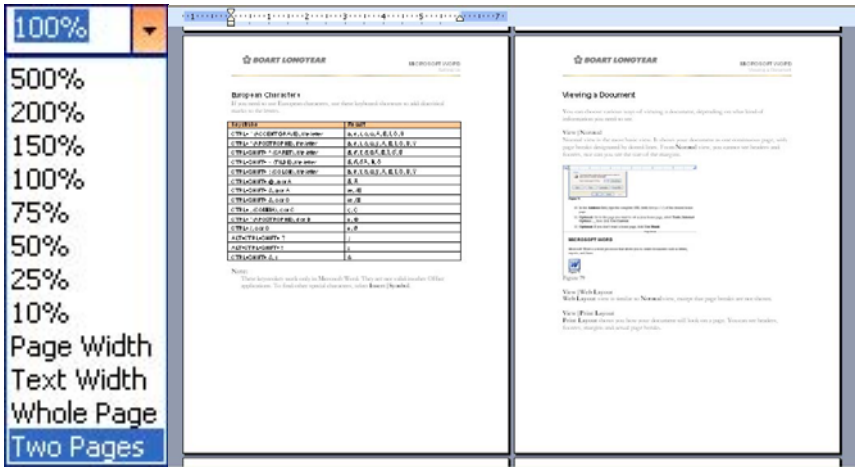


Figure 192

From any of the views, you can zoom in or out using the **Zoom** drop-down menu.

View|Reading Layout

The **Reading Layout** is similar to the two-page **Print Layout**, except that it does not show headers or footers, nor does it show the margins accurately. Instead, it shows two pages on the screen as large as possible by eliminating the toolbars and task panes.

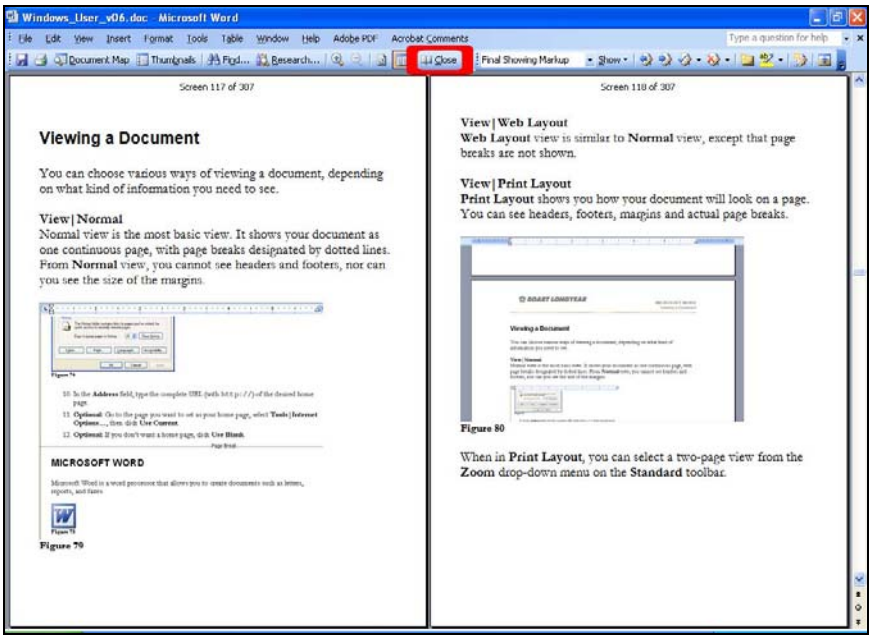

Windows_User_v06.doc - Microsoft Word
Close
Screen 117 of 307
Viewing a Document
You can choose various ways of viewing a document, depending on what kind of information you need to see.
View|Normal
Normal view is the most basic view. It shows your document as one continuous page, with page breaks designated by dotted lines. From Normal view, you cannot see headers and footers, nor can you see the size of the margins.
MICROSOFT WORD
Figure 79
Screen 118 of 307
View|Web Layout
Web Layout view is similar to Normal view, except that page breaks are not shown.
View|Print Layout
Print Layout shows you how your document will look on a page. You can see headers, footers, margins and actual page breaks.
Figure 80
When in Print Layout, you can select a two-page view from the Zoom drop-down menu on the Standard toolbar.

Figure 193

To exit **Reading Layout**, click **Close**.

View|Outline

The **Outline** view shows the hierarchical structure of the document, but only if you have been using the **Headings** styles.

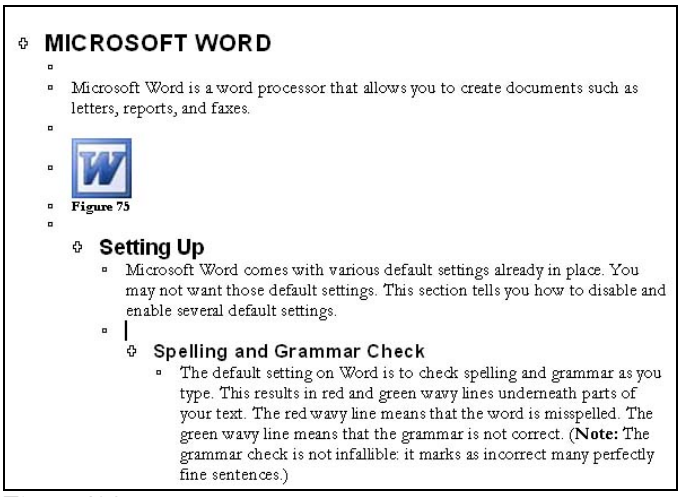

MICROSOFT WORD
Microsoft Word is a word processor that allows you to create documents such as letters, reports, and faxes.
Figure 75
Setting Up
Microsoft Word comes with various default settings already in place. You may not want those default settings. This section tells you how to disable and enable several default settings.
Spelling and Grammar Check
The default setting on Word is to check spelling and grammar as you type. This results in red and green wavy lines underneath parts of your text. The red wavy line means that the word is misspelled. The green wavy line means that the grammar is not correct. (Note: The grammar check is not infallible: it marks as incorrect many perfectly fine sentences.)

Figure 194

You can click on the ✚ to collapse or expand each section so that you can better see the structure of the document.

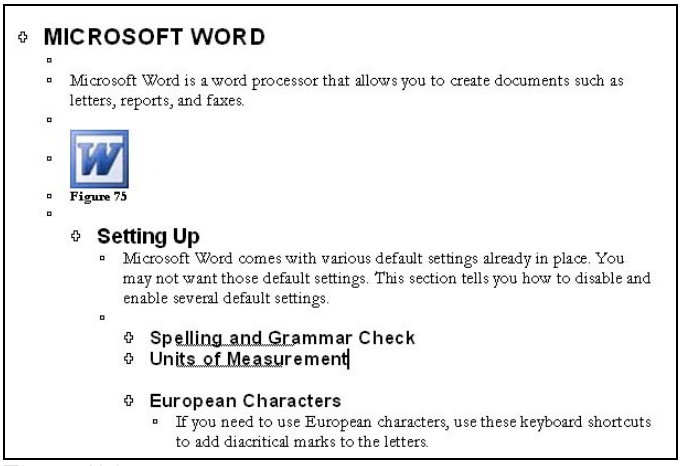

MICROSOFT WORD
Microsoft Word is a word processor that allows you to create documents such as letters, reports, and faxes.
Figure 75
Setting Up
Microsoft Word comes with various default settings already in place. You may not want those default settings. This section tells you how to disable and enable several default settings.
Spelling and Grammar Check
Units of Measurement
European Characters
If you need to use European characters, use these keyboard shortcuts to add diacritical marks to the letters.

Figure 195

View|Document Map

If you have been using the **Headings** styles, the **Document Map** opens a pane on the left that shows each heading. You can click on the plus and minus signs to expand and collapse the sections, and you can click on a heading in the map to jump to that location in the document.

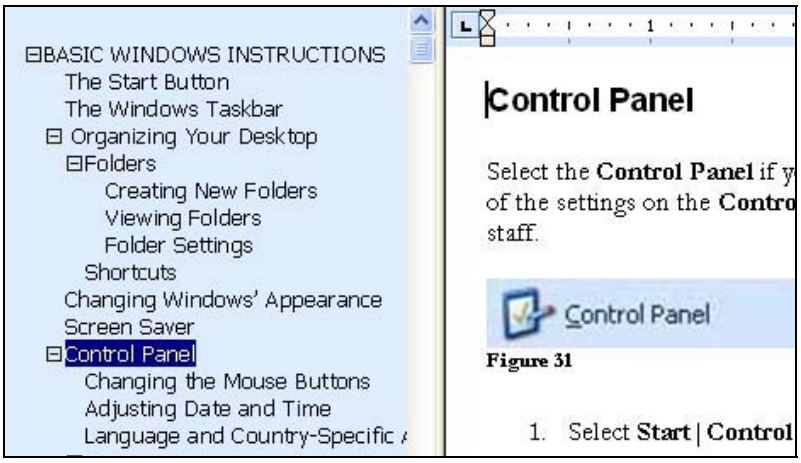


Figure 196

View|Thumbnails

The **Thumbnails** view opens a window on the left that shows miniature views of the pages in the document. You can click on a thumbnail to skip to that page.

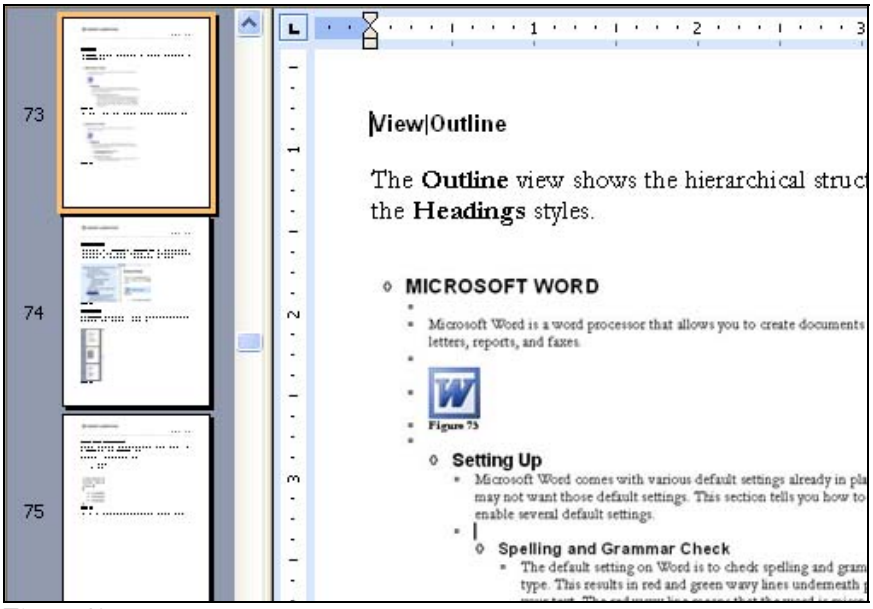


Figure 197

Viewing Hidden Formatting Marks

You can see hidden formatting marks that tell you where the tabs, paragraphs, and spaces are. On the **Standard** toolbar, click the **Show/Hide ¶** button.

The marks you will see in the text mean the following:

·	Space
→	Tab
¶	Paragraph break

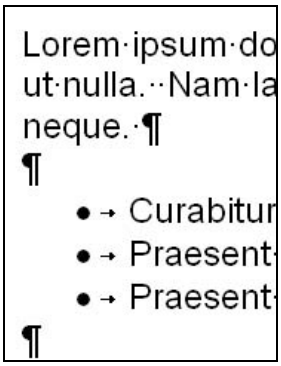


Figure 198

The figure above shows where the hard returns (paragraph breaks) are, how many spaces are between words, and that there is a tab after every bullet.

Highlighting Text

While creating or reading a document in Word, you can use the **Highlight** tool to mark passages.

Figure 199

Click on the down-arrow to the right of the Highlight button to select a color. You can use the **Highlight** tool in one of two ways:

Method 1

If you only have a few passages to mark, select the text you want to highlight and click the **Highlight** button.

Method 2

If you want to highlight quite a bit of text, click the **Highlight** button. Your cursor will appear with a marker. Click and drag the mouse over the text you want to highlight.

To remove the highlight, select all of the highlighted text and click the **Highlight** button again. You can also select the highlighted text and click the down-arrow next to the **Highlight** button and select **None**.

Splitting the Screen

If you need to look at one part of a document while working in another, or if you need to compare two sections of a document, you can split the screen so that you can work in two places at once.

To split the screen, follow these steps:

1. Select **Window|Split**.

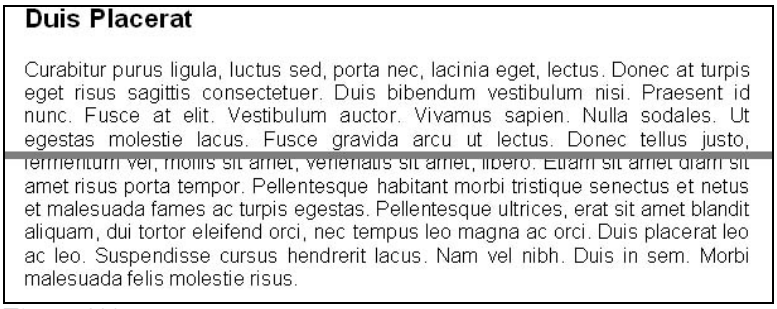

Duis Placerat
Curabitur purus ligula, luctus sed, porta nec, lacinia eget, lectus. Donec at turpis eget risus sagittis consectetuer. Duis bibendum vestibulum nisi. Praesent id nunc. Fusce at elit. Vestibulum auctor. Vivamus sapien. Nulla sodales. Ut egestas molestie lacus. Fusce gravida arcu ut lectus. Donec tellus justo, fermentum vel, mollis sit amet, venenatis sit amet, libero. Etiam sit amet diam sit amet risus porta tempor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Pellentesque ultrices, erat sit amet blandit aliquam, dui tortor eleifend orci, nec tempus leo magna ac orci. Duis placerat leo ac leo. Suspendisse cursus hendrerit lacus. Nam vel nibh. Duis in sem. Morbi malesuada felis molestie risus.

Figure 200

2. A gray line appears in the middle of the screen. Position the line where you want the screen to split and click.

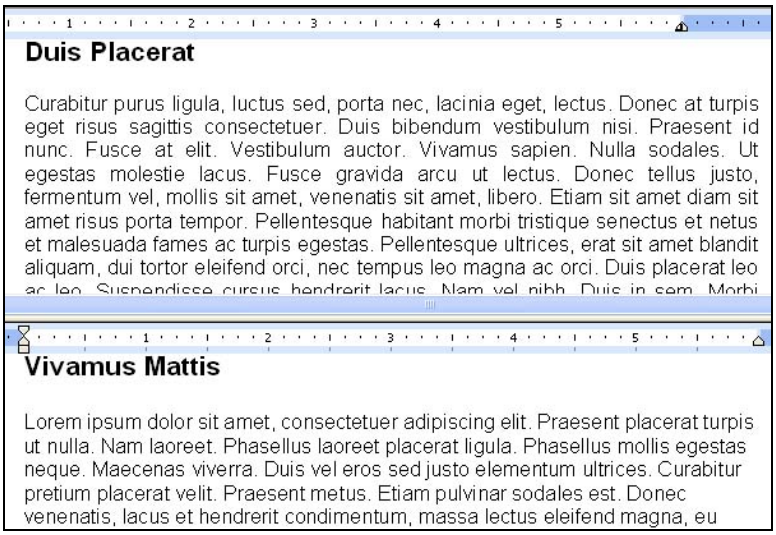

Duis Placerat
Curabitur purus ligula, luctus sed, porta nec, lacinia eget, lectus. Donec at turpis eget risus sagittis consectetuer. Duis bibendum vestibulum nisi. Praesent id nunc. Fusce at elit. Vestibulum auctor. Vivamus sapien. Nulla sodales. Ut egestas molestie lacus. Fusce gravida arcu ut lectus. Donec tellus justo, fermentum vel, mollis sit amet, venenatis sit amet, libero. Etiam sit amet diam sit amet risus porta tempor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Pellentesque ultrices, erat sit amet blandit aliquam, dui tortor eleifend orci, nec tempus leo magna ac orci. Duis placerat leo
Vivamus Mattis
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Praesent placerat turpis ut nulla. Nam laoreet. Phasellus laoreet placerat ligula. Phasellus mollis egestas neque. Maecenas viverra. Duis vel eros sed justo elementum ultrices. Curabitur pretium placerat velit. Praesent metus. Etiam pulvinar sodales est. Donec venenatis, lacus et hendrerit condimentum, massa lectus eleifend magna, eu

Figure 201

3. Word creates two separate screens. You can scroll through each half separately and conduct searches separately. Any change made in one half will be made in the other.
4. To remove the split screen, click on the line that divides the screen and drag it either to the top of the screen or the bottom, depending on which screen half you want to keep. You can also select **Window|Remove Split**.

Formatting a Document

"Formatting" refers to the appearance of a document with regard to the typeface used and the placement of the elements (text, graphics) on the page.

Margins **Spacing** **Indentation** **Tabs**

Alignment **Headers and Footers** **Pagination** **Styles**

Bullets **Numbering**

Changing the Typeface

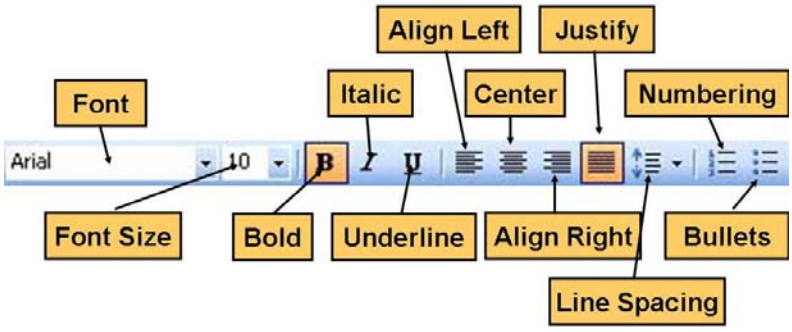


Figure 202

1. The easiest way to change the typeface is to select the text and use the buttons and drop-down menus on the **Formatting** toolbar.
2. However, the toolbar does not show all of the options. To see all the ways in which you can change the text, select the text to be changed and select **Format|Font** or press **Ctrl+D**.

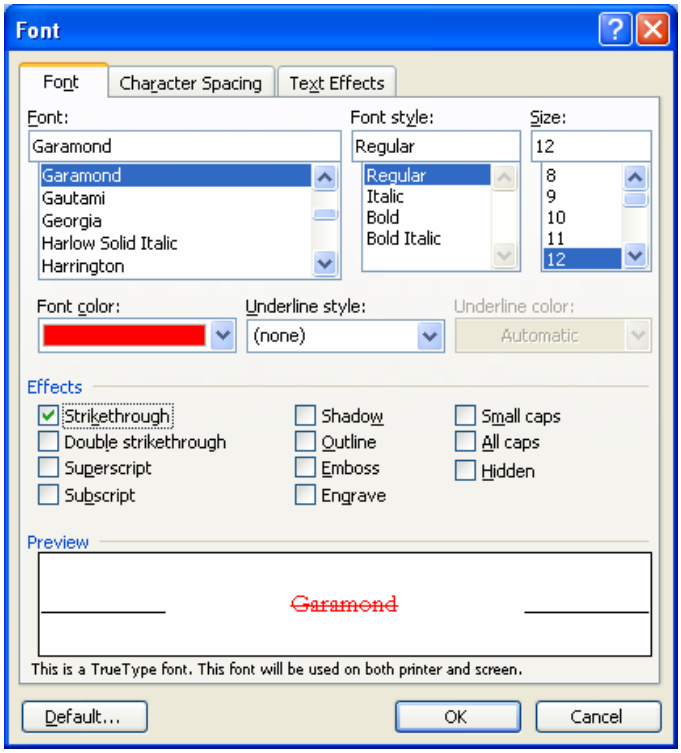


Figure 203

3. From the **Font** field, select the desired font.
4. From the **Font style** field, select whether you want the text to be bold or italic.
5. From the **Size** field, select the desired font size.
6. From the **Font color** field, select the desired text color.
7. From the **Effects** field, check the boxes that correspond to the effects that you want.
8. If you want to put any of these formatting styles on the **Formatting** toolbar, follow the instructions in the **Customizing Toolbars** section.

Margins

The margin is the space between the edge of the page and the text. Use the following functions to adjust the margins for the whole page. To adjust the margins for one or more paragraphs, see the **Indentation** section.

To adjust the margins, do one of the following:

Method 1

1. Select **File | Page Setup**.

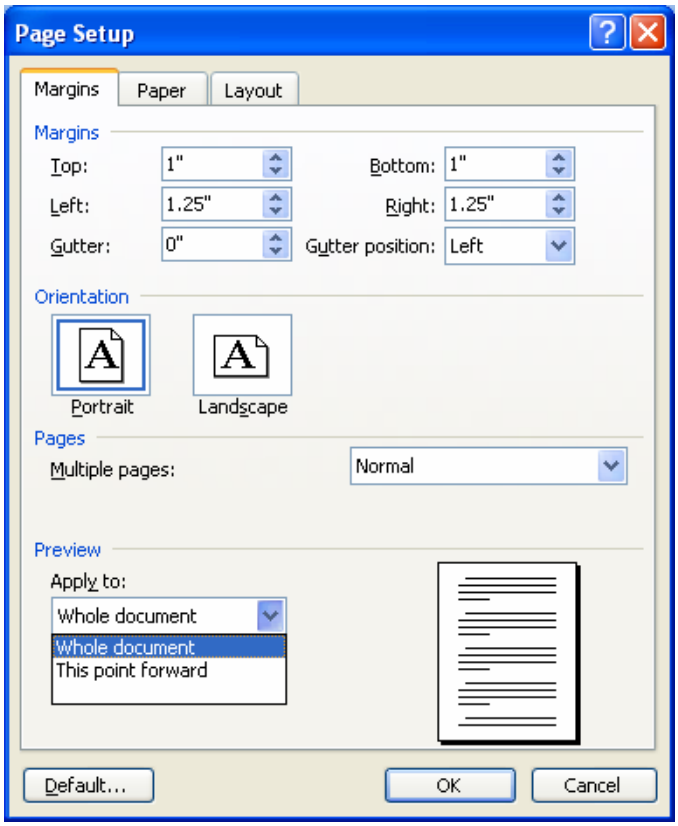


Figure 204

2. Type the measurements in the **Top**, **Bottom**, **Left**, and **Right** fields or use the up and down arrow buttons.
3. Use the **Gutter** and **Gutter position** fields only if you plan to have the document bound like a book.
4. In the **Apply to** field, select **Whole document** or **This point forward**, depending on where you want to apply the margin adjustment.

Printers print only to within 0.5 inches of the edge of the paper. If you set your margins to 0, anything within that zone will not print.

Method 2

1. Select **View|Print Layout**.
2. Notice the shaded areas of the ruler. Roll your cursor over the edge of the shaded area until it becomes a double arrow.

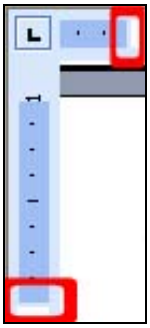


Figure 205

3. Click and drag the margin to where you want it.

Spacing

Spacing refers to the amount of space between lines of text. To alter the spacing between the lines, do one of the following:

Method 1

1. Select the text.
2. On the **Formatting** toolbar, click the down-arrow next to the **Spacing** button.

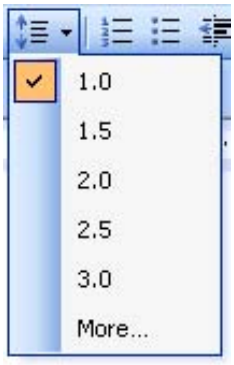


Figure 206

3. Select the amount of spacing that you want.

Method 2

1. Select the text.
2. Select **Format|Paragraph**.

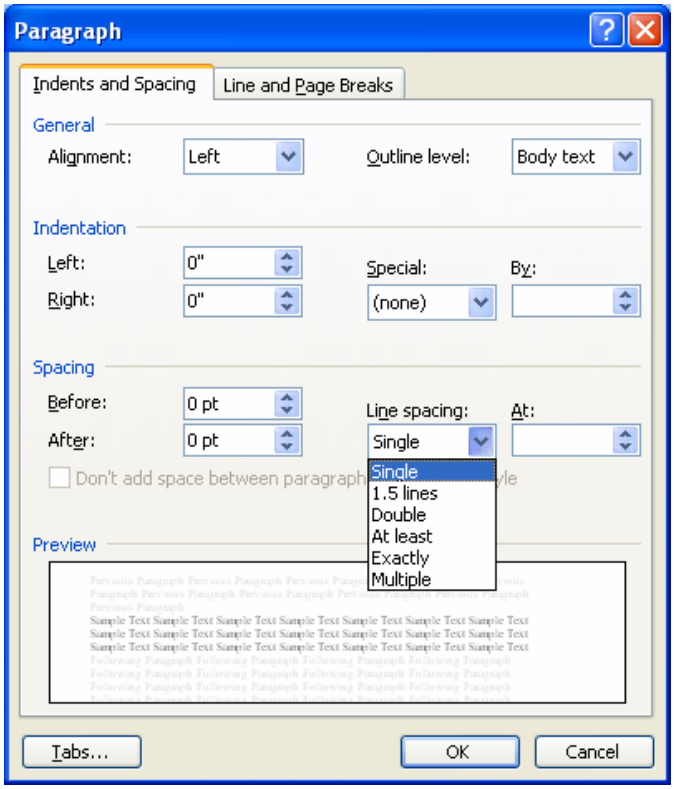


Figure 207

3. From the **Line spacing** drop-down menu, select the spacing that you want. Select **Multiple** for spacing more than double and type the amount of spacing in the **At** field.

Indentation

The easiest way to control the indentation of individual paragraphs is to use the markers on the ruler.

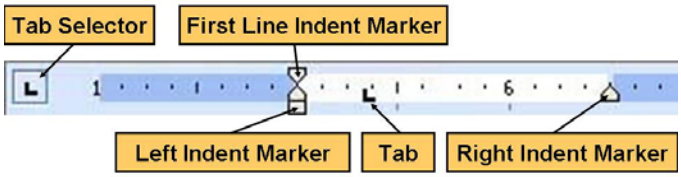


Figure 208

To change the indentation of one or more paragraphs, follow these instructions:

Method 1

1. Select the paragraph(s) to be indented.

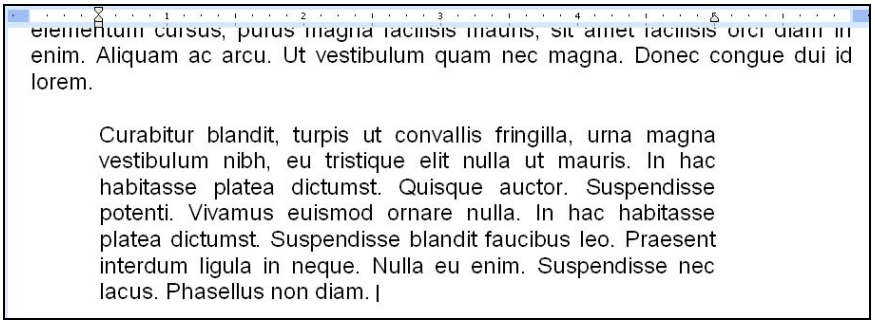

enim. Aliquam ac arcu. Ut vestibulum quam nec magna. Donec congue dui id lorem.
Curabitur blandit, turpis ut convallis fringilla, urna magna vestibulum nibh, eu tristique elit nulla ut mauris. In hac habitasse platea dictumst. Quisque auctor. Suspendisse potenti. Vivamus euismod ornare nulla. In hac habitasse platea dictumst. Suspendisse blandit faucibus leo. Praesent interdum ligula in neque. Nulla eu enim. Suspendisse nec lacus. Phasellus non diam.

Figure 209

2. To change the left indent, click and drag the left indent marker.
3. To change the right indent, click and drag the right indent marker.

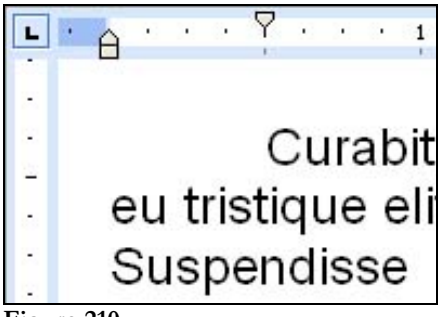


Figure 210

4. To indent the first line only, click and drag the top half of the left indent marker to the desired location. You can also position your cursor at the beginning of the line and press **Tab**.

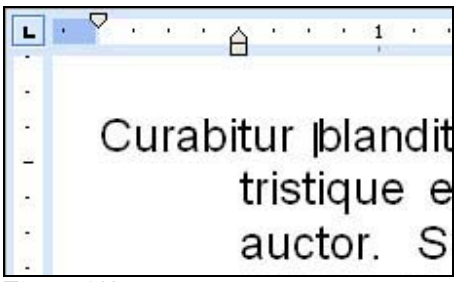


Figure 211

5. To create a hanging indent, click and drag the top half of the left indent marker to the desired location.
6. While pressing **Shift**, click and drag the bottom half of the left indent marker to the desired location.

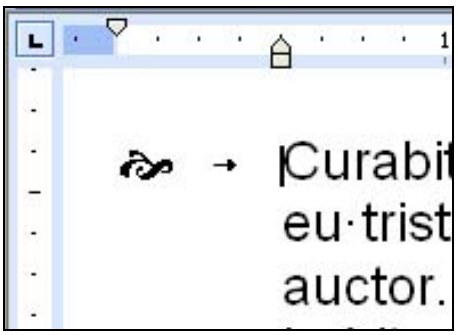


Figure 212

7. To create a hanging indent with numbering or bullets, create a hanging indent, then put a **Tab** after the number or character.

The top half of the left indent marker controls only the first line of text; the bottom half controls the rest of the paragraph. If you click and drag the bottom half, the top half will also move with it relative to its position. For example, if you drag the bottom half one-half inch to the right, the top half will move that same amount. To move the bottom half independently of the top, press **Shift** and hold while moving the bottom half.

Method 2

1. Select the paragraph(s) you want to indent and select **Format|Paragraph**.

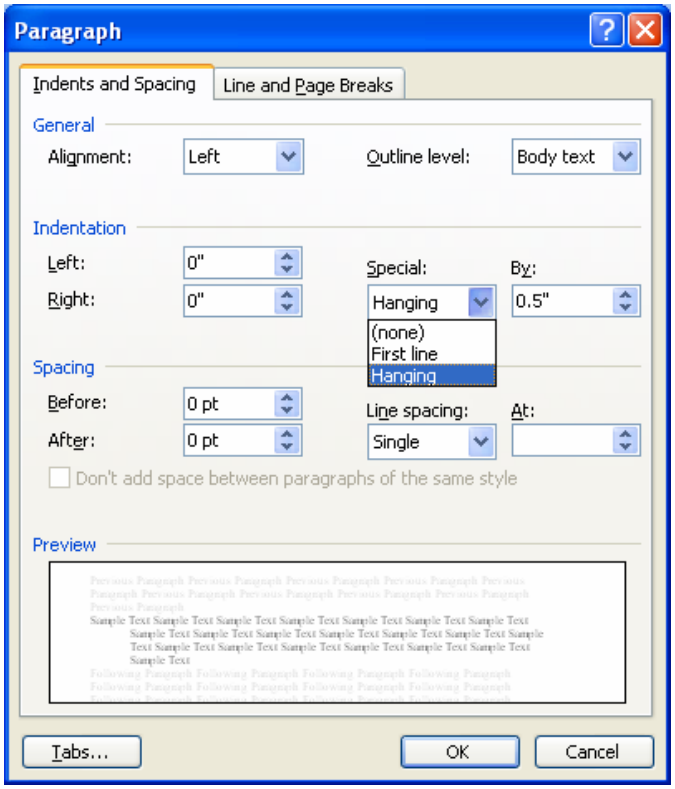


Figure 213

2. In the **Indentation** section, type the margins in the **Left** and **Right** fields. The quantity you type is the amount of indentation from the current margins, not from the edge of the page.
3. To create a hanging indentation, select **Hanging** from the **Special** drop-down menu.

Tabs

By default, tabs are set every half-inch in Word. There are two methods of setting tabs in Word.

Method 1

You can put in a tab by clicking on the ruler in the place where you want to put a tab. To remove a tab, click on it and drag it off the ruler.

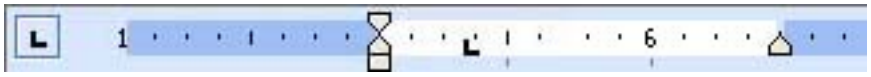


Figure 214

To change the tab type, click on the tab-style button until you see the tab you want.

The text after a left tab will align on the left of the tab position.

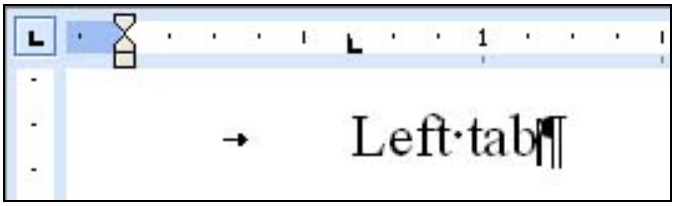


Figure 215

The text after a center tab will center on the tab position.

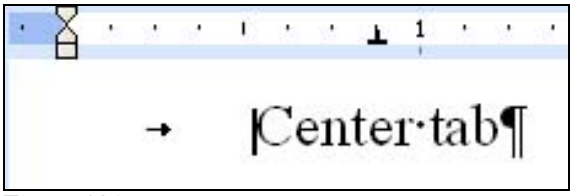


Figure 216

The text after a right tab will align on the right of the tab position.

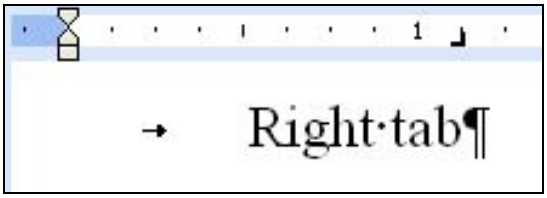


Figure 217

The decimal tab aligns numbers by their decimals.

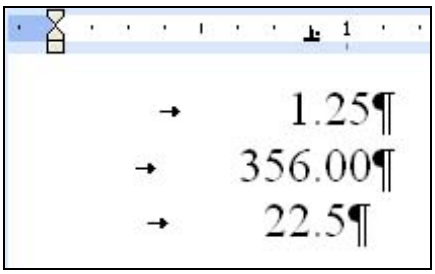


Figure 218

The bar tab inserts a vertical bar at the tab position.

The first-line indent button indicates the position of the first line of a paragraph.

The left-indent button indicates the position of the left margin of a paragraph, except for the first line.

For example, if you want to align text at both the left and right sides of a line, such as in a header, use the right tab.

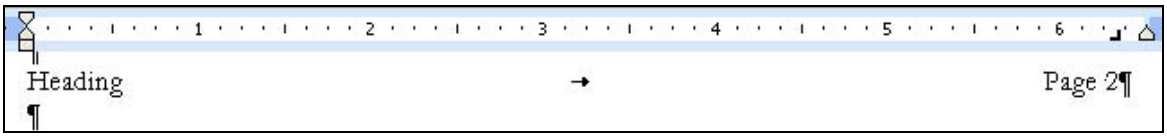


Figure 219

When you insert a tab, that tab applies only to the paragraph where the cursor is. For example, if you have a three-page document and you go back to a paragraph in the middle and set a tab, the tab will not affect the other paragraphs in the document. On the other hand, if you are typing the last paragraph of a document and you set a tab, the tab will apply to the paragraphs created thereafter. If you want to create a tab that applies to the whole document, press **Ctrl+A** and set the tab with the entire document selected.

Method 2

Select **Format | Tabs**.

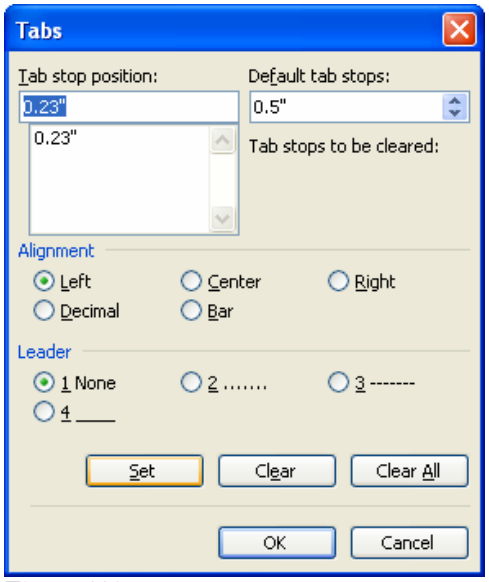


Figure 220

In this window, you can change where the default tabs are or add tabs in any position. To add a tab, type the position in decimal inches in the **Tab stop position field** and choose the alignment. Click **Set**.

Alignment

Figure 221

You have four choices in how to align text: left, center, right, and full. (Text alignment is also called "justification.") To align text, click the alignment buttons on the **Formatting** tool bar. The examples below show the different types of alignment.

Left (default)

Cras ut risus. Aenean ultrices, elit id varius fermentum, massa magna ornare augue, nec placerat ante purus a ligula. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur accumsan diam ac sapien.

Center

Cras ut risus. Aenean ultrices, elit id varius fermentum, massa magna ornare augue, nec placerat ante purus a ligula. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur accumsan diam ac sapien.

Right

Cras ut risus. Aenean ultrices, elit id varius fermentum, massa magna ornare augue, nec placerat ante purus a ligula. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur accumsan diam ac sapien.

(Full) Justification

Cras ut risus. Aenean ultrices, elit id varius fermentum, massa magna ornare augue, nec placerat ante purus a ligula. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur accumsan diam ac sapien.

Left justification is the easiest to read. It is recommended that you use full justification only in block quotes and center justification only for titles.

Headers and Footers

Headers and footers are the elements of a document that are positioned at the top and bottom of the page and that continue from page to page. For example, in a footer you could put a page number and in the header the title of the document.

You can see headers and footers only in the **Print Layout**.

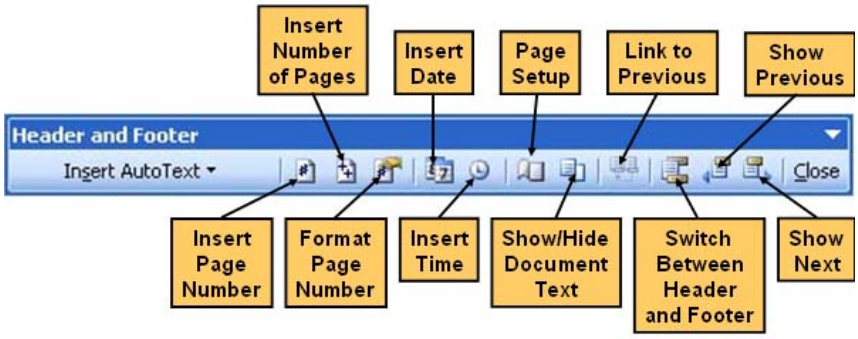


Figure 222

1. To create a header or footer, select **View|Header and Footer**.

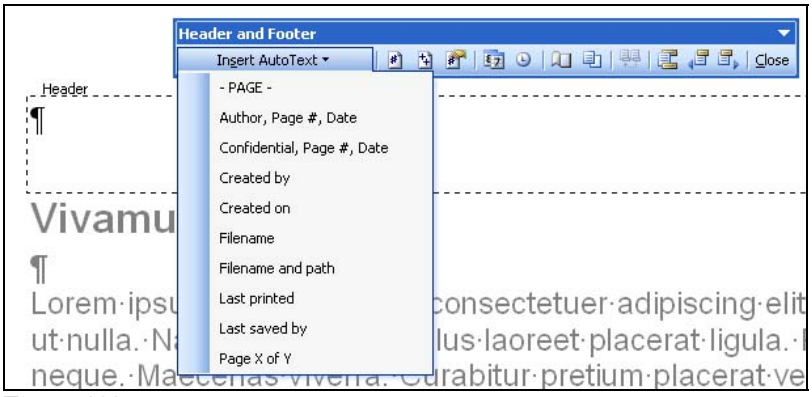


Figure 223

2. The header opens and the **Header and Footer** toolbar appears. If you want to insert a preformatted field, select a field from the **Insert AutoText** drop-down menu.
3. You may also type in header text, if you like.
4. To switch to the footer, click the **Switch Between Header and Footer** button.

Figure 224

5. To insert a page number, click the **Insert Page Number** button.
6. To align the page number, click the **Center** or **Align Right** button on the **Formatting** toolbar.
7. Use the formatting tools to change the font, font size, text style, or other characteristics of the header text.
8. To exit the header and footer, click **Close** on the toolbar or double-click on the document text.

To exclude the header from the first page of the document, do the following:

1. Select **File | Page Setup**.

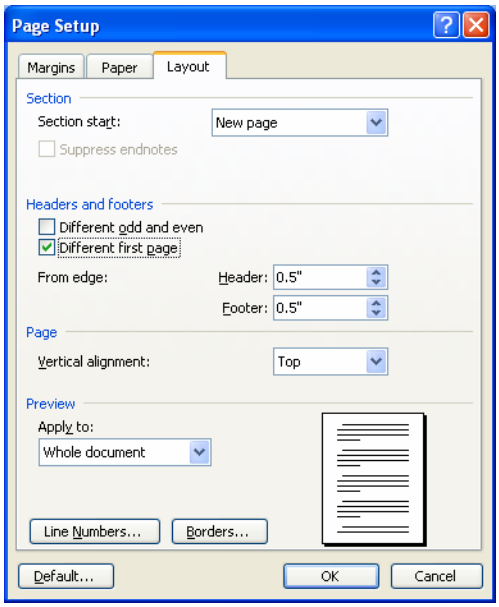


Figure 225

2. Select the **Layout** tab.
3. Check the **Different first page** check box.
4. Click **OK**.

To create multiple headers or a header that changes automatically throughout the document, see the **Dynamic Headers** section.

Pagination

Word automatically creates a new page whenever the text exceeds the capacity of a page. If you want to determine where a page breaks (hard pages) are, do the following:

1. Position your cursor at the beginning of the paragraph where you want the new page to start.
2. Press **Ctrl+ENTER**.
3. In **Normal** view and when you show the formatting marks in **Print Layout**, a hard page break looks like the following figure:

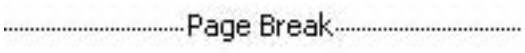


Figure 226

4. If you want to keep two paragraphs from breaking across a page, select the first paragraph and select **Format | Paragraph**.

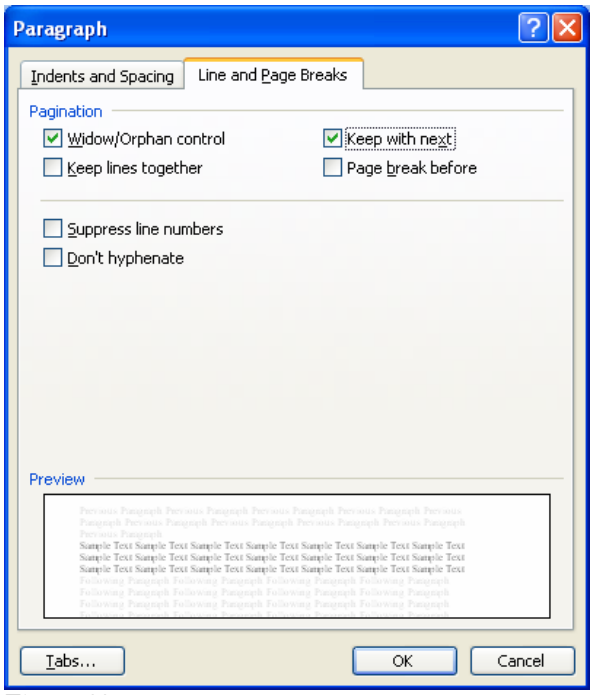


Figure 227

5. Select the **Line and Page Breaks** tab.
6. Check the **Keep with next** check box.

Using Styles

A style consists of all of the characteristics of a paragraph of text: font, font size, margins, spacing, etc. You can create a style and then apply it to various paragraphs so that all of the paragraphs have the same style. This saves you the time of having to manually adjust the characteristics for each paragraph separately.

Microsoft Word documents all have default styles built in, but you can modify these styles as you wish or create new styles. The default style is **Normal**, which is Times New Roman, 12 point. Other built-in styles are the headings (1–9), bullets, and numbering.

New Style **Delete Style** **Defaults** **New Template** **Copy Styles**

Modifying Styles

To modify an existing style, use one of the following methods:

Method 1

1. Select **Format | Styles and Formatting**. The **Styles and Formatting** task pane opens on the right.
2. Scroll down until you find the name of the style that you want to modify. Rest your mouse over it.

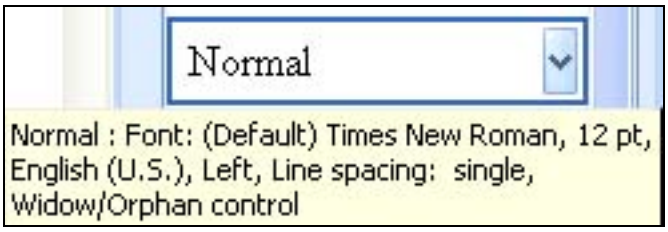


Figure 228

3. A frame with an arrow button appears around the style name. A box describing the characteristics of the style also appears.

4. Click the down-arrow button on the right.

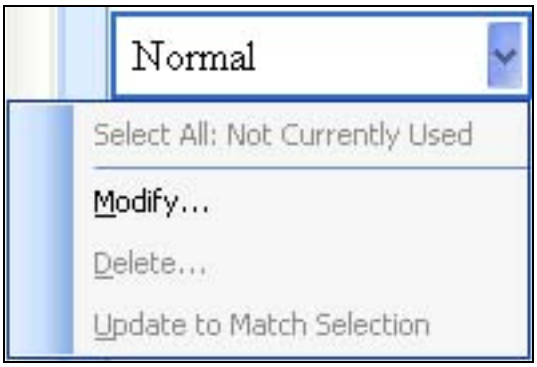


Figure 229

5. Select **Modify**.

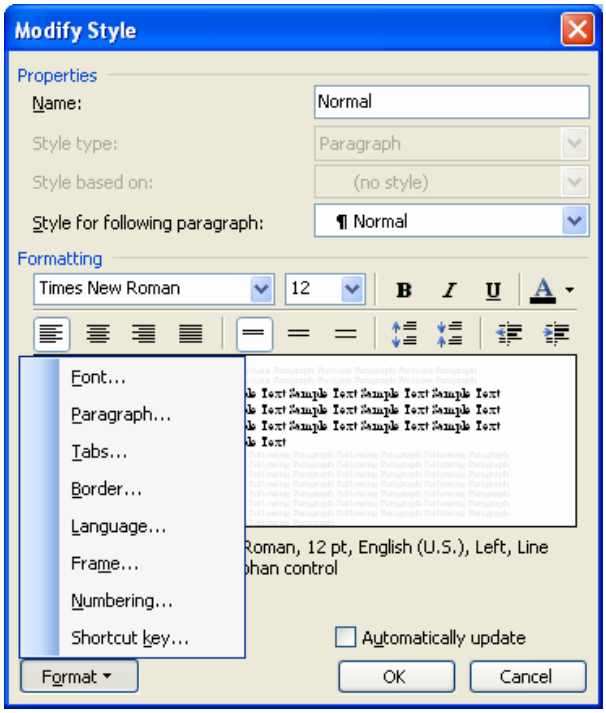


Figure 230

6. Use the icons and drop-down menus to define the new characteristics of the style.
7. Click **Format** to modify other characteristics of the style, then click **OK**.

8. Notice that when you modify a style, you also modify all of those styles that are based on it. In the case of **Normal**, you would affect **Numbered**, **Footer**, and **Header**. You can tell which styles are based on a style by resting your mouse over the style name.

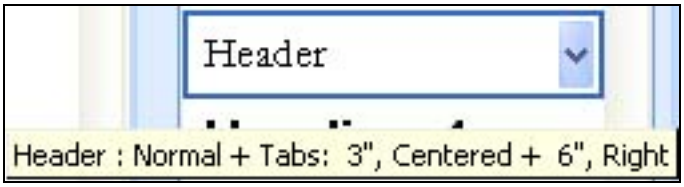


Figure 231

Method 2

1. Type some text in a new paragraph.

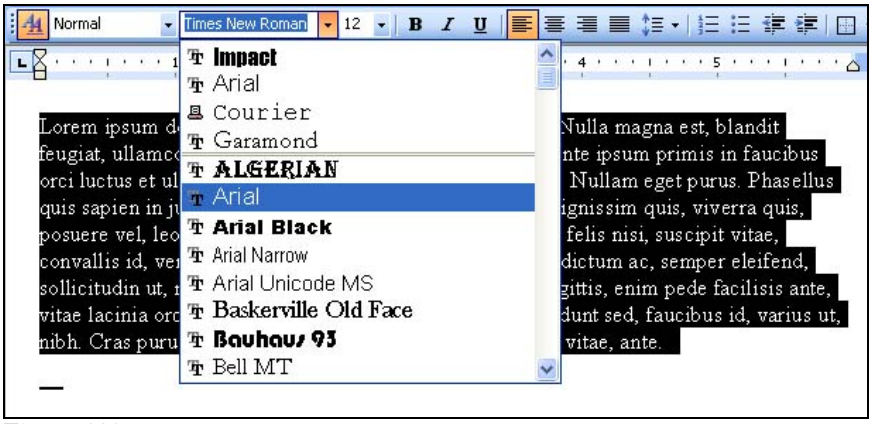


Figure 232

2. Alter the text however you want.

Figure 233

3. With the paragraph selected, click the down-arrow button next to the style that you want to modify. Select **Update to Match Selection**.

Creating a New Style

To create a new style, do the following:

Method 1

1. On the **Styles and Formatting** task pane, click **New Style**.

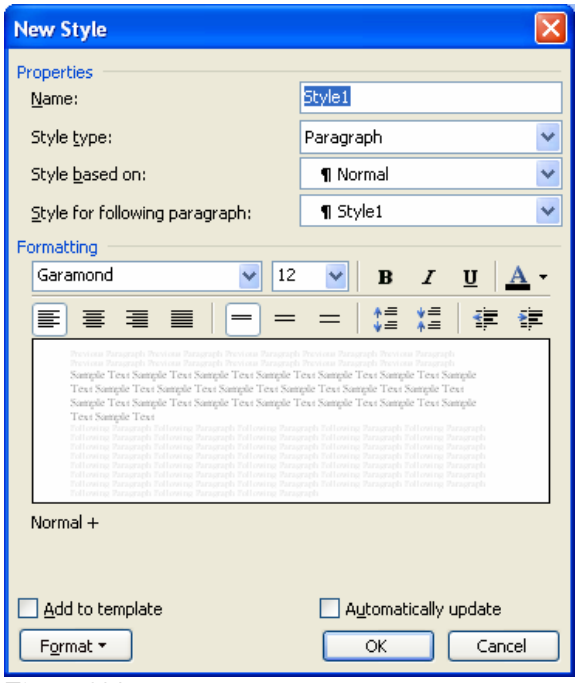


Figure 234

2. In the **Name** field, type a name for the new style.
3. If you want to base the new style on an existing style, select that style from the **Style based on** drop-down menu.
4. If you want to specify which style always follows this new style, select that style from the **Style for the following paragraph** drop-down menu.
5. Use the icons and drop-down menus in the **Formatting** section to define the new style.
6. Click **Format** to further define the new style.

Method 2

1. Type some text in a new paragraph.

Lorem ipsum dolor sit amet, consectetuer adipscing elit.

2. Use the drop-down menus and buttons in the **Formatting** toolbar to format the text.

Figure 235

3. Word creates the new style automatically and names it after the text characteristics.
4. If you want to change the name, click the button next to the style name and select **Modify**. Type the new name in the **Name** field.

Deleting a Style

Because Word creates a new style every time you modify text, the style menu can become cluttered. Sometimes, two styles are nearly identical, and it's best to use only one of the styles for the sake of consistency.

1. Click the down-arrow button next to the style that you want to delete.

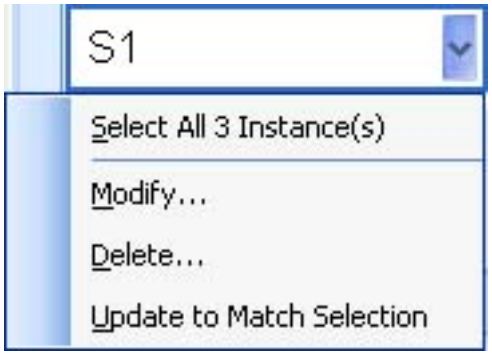


Figure 236

2. If the box reads "Select All: Style Not Currently Used," select **Delete**.
3. If the box reads "Select All X Instance(s)," select that option to see where the style is being used. Word will go to the first instance of the style's use. Make sure that the style is not needed.
4. **Optional:** If you want to change all of the instances of that style to another style, click the name of the style you want to change them to.
5. Select **Delete**. All of the instances of that style will revert to **Normal**.

Establishing Default Styles

If you want to create a new default template for all of your Word documents, you will have to modify the default template, **Normal.dot**. After you have modified **Normal.dot**, all of your new Word documents will have those modifications.

1. To modify **Normal.dot**, you have to make sure that it is not in a hidden folder. Select **Start | My Computer**.
2. Double-click the local hard disk (C:).
3. Open **Documents and Settings**.
4. Open the [your user ID] folder.
5. Look for a folder called **Application Data**. If you can see the folder, skip to Step 10. If you cannot see the folder, select **Tools | Folder Options**.
6. Select the **View** tab.
7. Scroll down to **Hidden files and folders**.
8. Select **Show hidden files and folders**. Click **OK**.

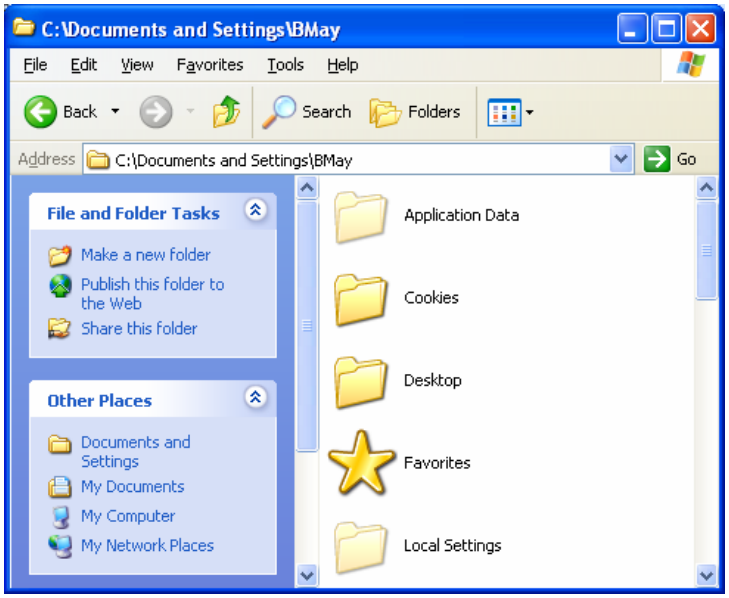


Figure 237

9. The **Application Data** folder should appear as a transparent folder. Close the folder.
10. Open Microsoft Word.
11. Select **File | Open** or click the **Open** button.
12. Click the My Computer icon in the left pane.

13. Double-click on the **Local Drive** icon.
14. Open these folders: **Documents and Settings**,[your user ID],**Application Data**, **Microsoft, Templates**.
15. Select **Normal.dot**. Click **OK**.

Figure 238

16. Make sure that the name **Normal.dot** appears in the Word title bar.
17. Make whatever changes to the styles you wish to make. When finished, click **Save**.

If you rename **Normal.dot**, Word will create a new default file called **Normal.dot** with all of the original default settings, and the modifications you made will not show up when you create a new file.

You cannot modify **Normal.dot** by double-clicking on it while viewing it in its folder. Only by opening it up in Word using the **Open** function can you modify the actual template.

Creating a New Template

To create a new template other than **Normal.dot**, follow these steps:

1. Open a new document by pressing **Ctrl+N** or by selecting **File|New** or by clicking the **New Blank Document** button.
2. Select **Format|Styles and Formatting**.
3. From the **Styles and Formatting** task pane, select and modify the styles as needed.
4. If desired, type in any text you would like to save as part of the template.
5. When finished, click **Save As**.

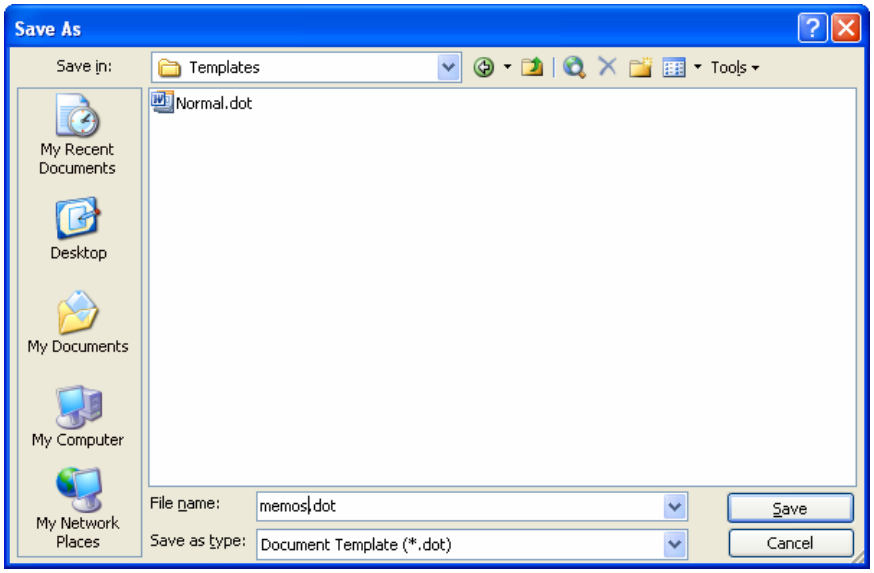


Figure 239

6. From the **Save as type** drop-down menu, select **Document Template (*.dot)**.
7. In the **File name** field, type a name for the template.
8. Click **Save**.
9. To see your new template, select **File|New**.
10. In the **New Document** task pane, select **On my computer**.

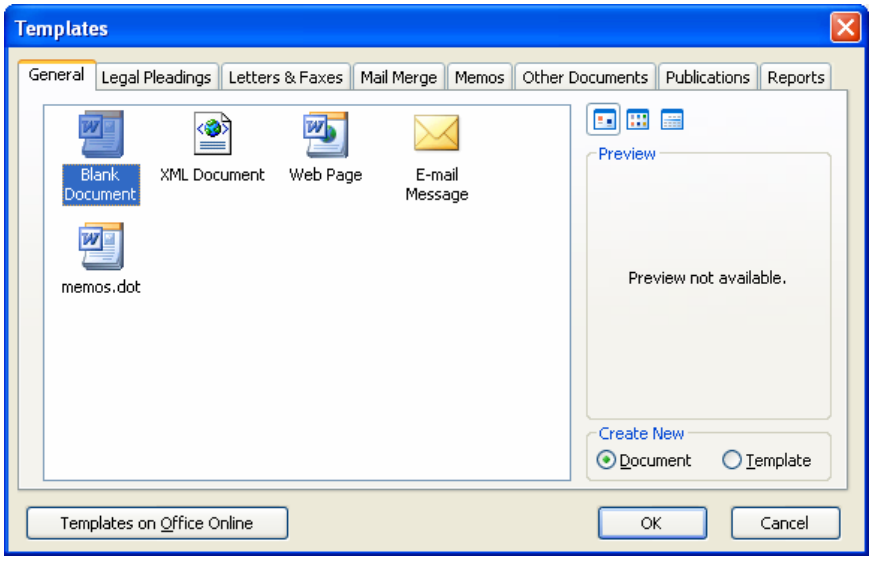


Figure 240

11. The new template shows up in the **General** tab.

Copying Styles

If you would like to copy all or some of the styles from one document to another, follow these steps:

1. Select **Tools|Templates and Add-Ins**.

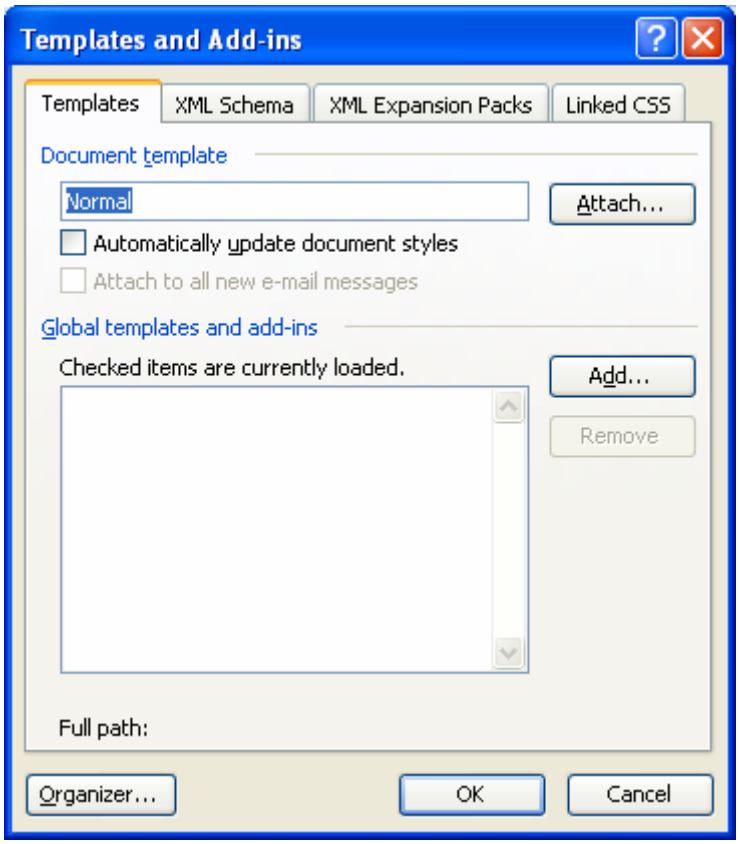


Figure 241

2. Click **Organizer**.

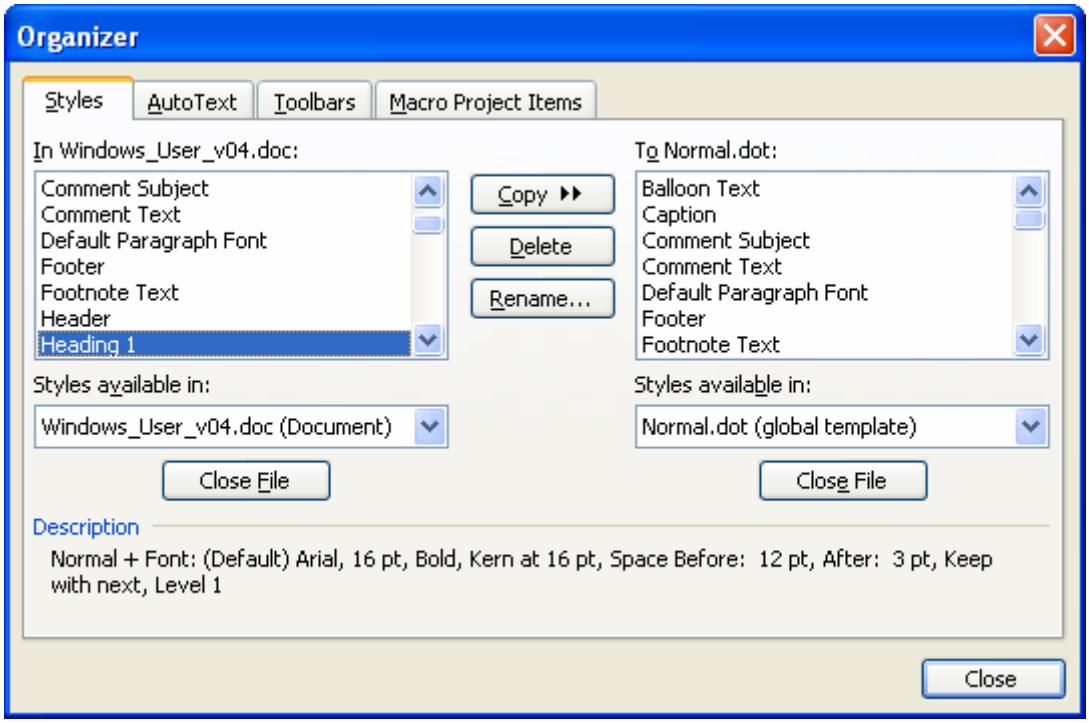


Figure 242

3. Select the **Styles** tab.
4. On one side of the organizer, put the file you want to copy from. If the file in the **Styles available in** field is not the file you want, select the file from the drop-down menu or click **Close File**, then **Open File**, to find the file you want.
5. On the other side of the organizer, put the file you want to copy to.
6. Select the style you want to copy. The **Copy** button becomes active, and the arrow points to the file where the style will be copied to.
7. **Optional:** If you want to select all of the styles, scroll to the top of the list, click the top item, press and hold **Shift**, then scroll to the end of the list and click the last item.
8. Click **Copy**.
9. Click **Close**.

Bullets and Numbering

You can use bullets or numbering to set off items in a list.

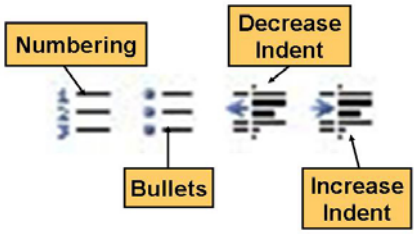


Figure 243

The figure above shows the **Numbering**, **Bullets**, **Decrease Indent**, and **Increase Indent** buttons.

Bullets

1. To set off a list of items with bullets, select the list and click the **Bullets** button. For example:

   - Item 1
   - Item 2
   - Item 3
   - Item 4
   - Item 5

2. If some of these items are subordinate to others, you can indent the items by selecting them and clicking the **Increase Indent** button.

   - Item 1
     - Item 1a
     - Item 1b
   - Item 2
   - Item 3

3. To change the look of the bullets, select **Format|Bullets and Numbering**.
4. Select the **Bulleted** tab.

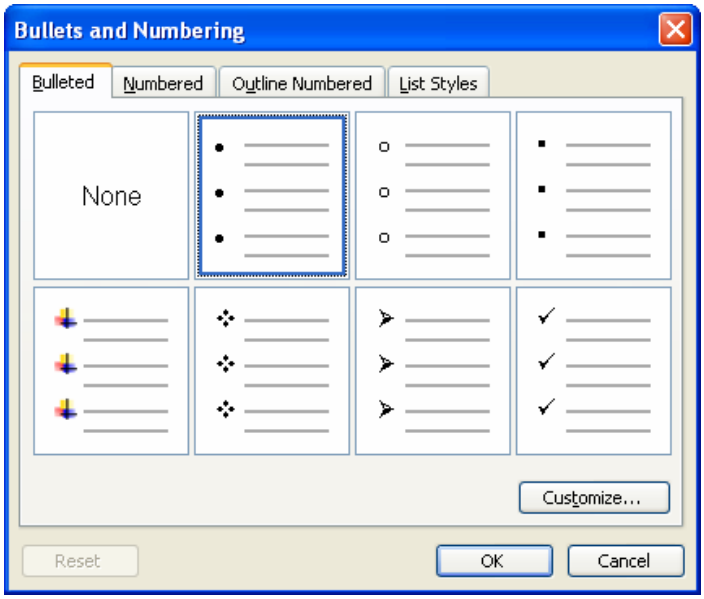


Figure 244

5. Select the style of bullet you want. If you want a different style than those shown, click **Customize**.

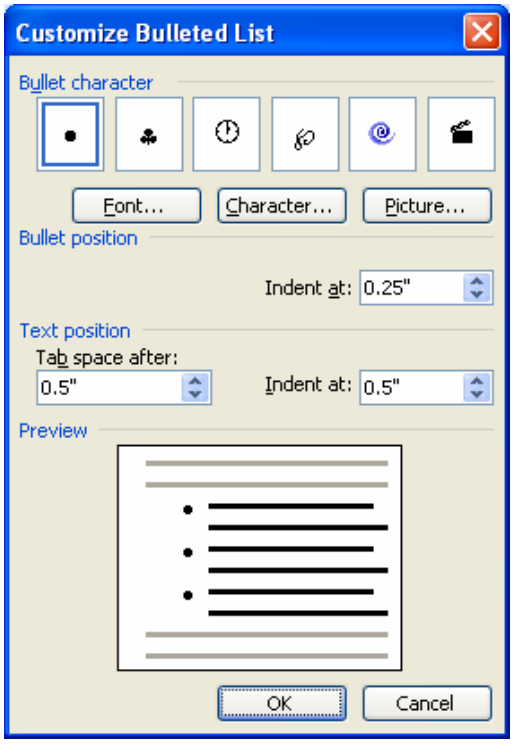


Figure 245

6. To create a list of bullets to choose from, click one of the bullet characters.

7. Click **Font** to use a different font than **Symbol**. Other possible fonts are the **Wingdings** and **Webdings** fonts.
8. Click **Character** to choose a new character from the **Symbols** table.
9. Click **Picture** to choose a colored graphic.
10. Click **OK**. Each of the items in the example below was formatted separately.

♣ Item 1
Item 2
℘ Item 3
Item 4
Item 5

Numbering

To create a numbered list, select the text and press the **Numbering** button or choose the **Numbered** style. The numbered steps in this document are an example of the **Numbered** style.

Restart or Continue Numbering **Numbered Headings** **Troubleshooting**

Hierarchized Numbered Lists

To create a hierarchy in the numbered list, choose one of the following methods:

Method 1

1. Select the numbered list and select **Format|Bullets and Numbering**.
2. Select the **Outline Numbered** tab.

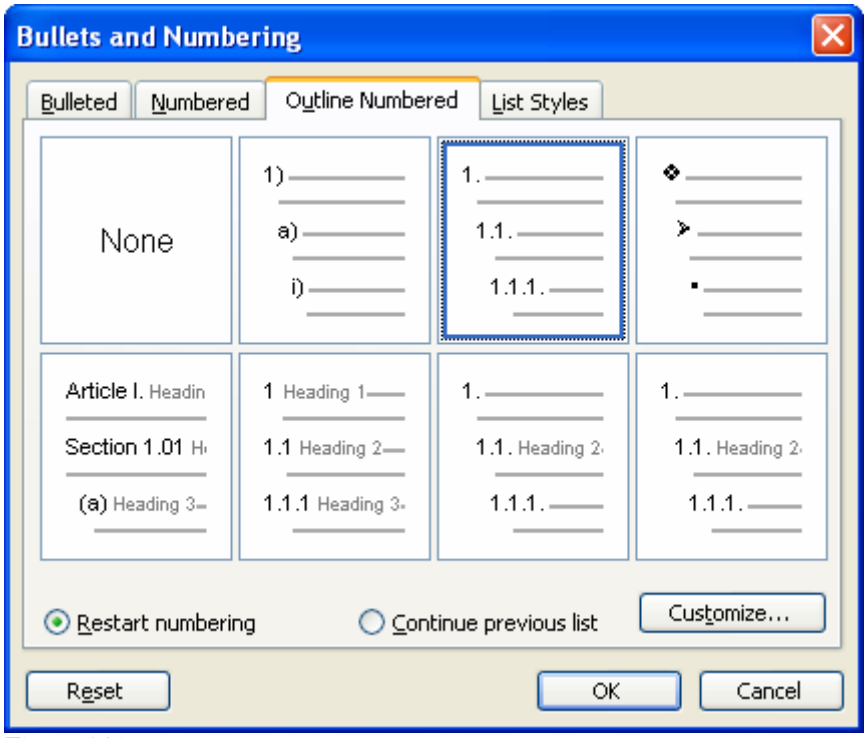


Figure 246

3. Select the outline numbering format that you want and click **OK**.
4. **Optional:** Click **Customize** to create your own numbering system.

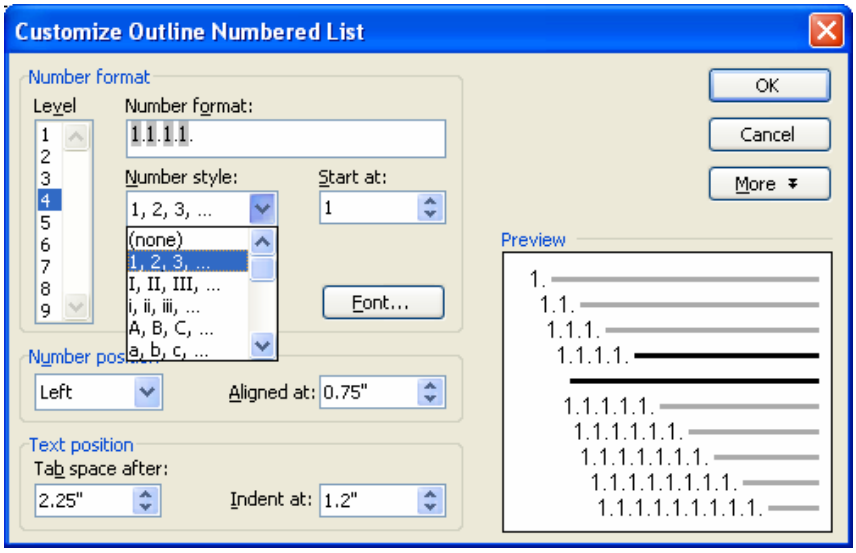


Figure 247

5. From the **Level** field, select the level number that you want to modify.
6. From the **Number** style field, you can select Arabic or Roman numerals or letters.
7. In the **Number format** field, you can change the periods to other characters.

8. Click **OK** twice.
9. To indent lines, select the lines and click the **Increase Indent** button.

1. Item 1
   1.1. Item 1a
      1.1.1. Item 1a1
2. Item 2
3. Item 3

If you are formatting an ordinary numbered list, do not choose a style that has the word **Heading** in it.

1. To remove the association with a heading style, click **Customize**.
2. Click **More**.

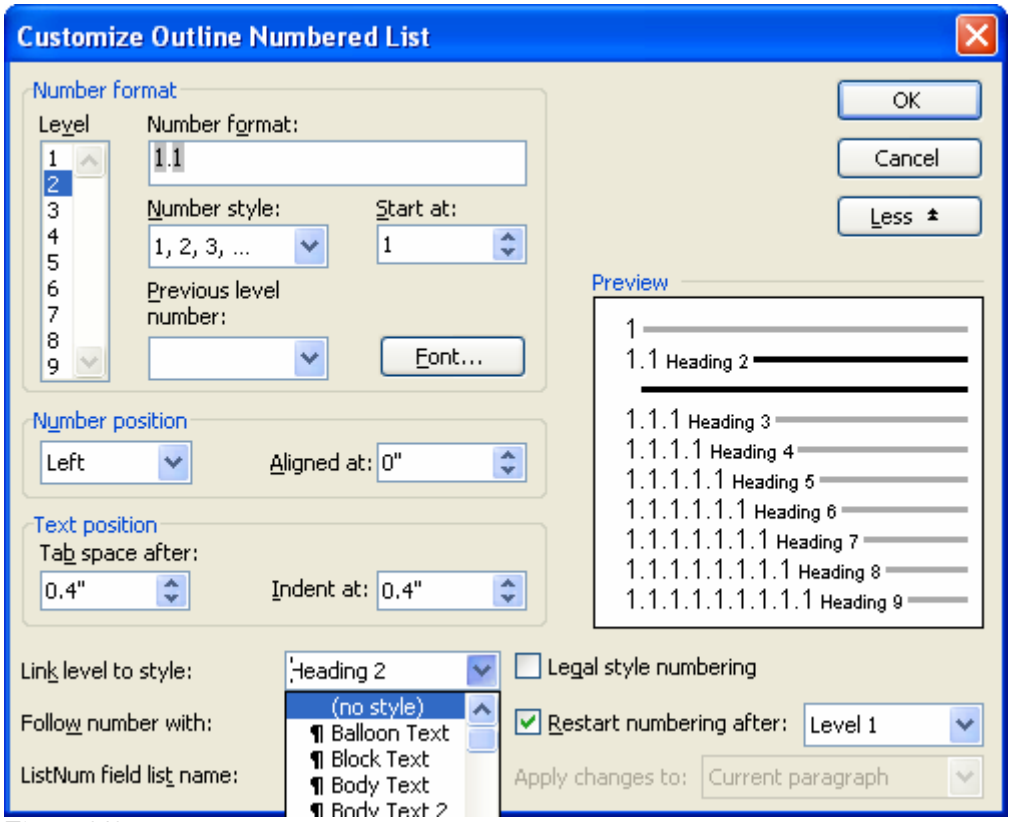


Figure 248

3. Select the heading level in the **Level** field or in the **Preview** field.
4. From the **Link level to style** drop-down menu, select **(no style)**.
5. Repeat for as many levels as necessary.

Method 2

1. Click the button next to the **Numbered** style in the **Styles and Formatting** task pane.

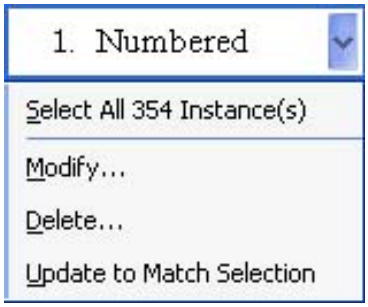


Figure 249

2. Select **Modify**.

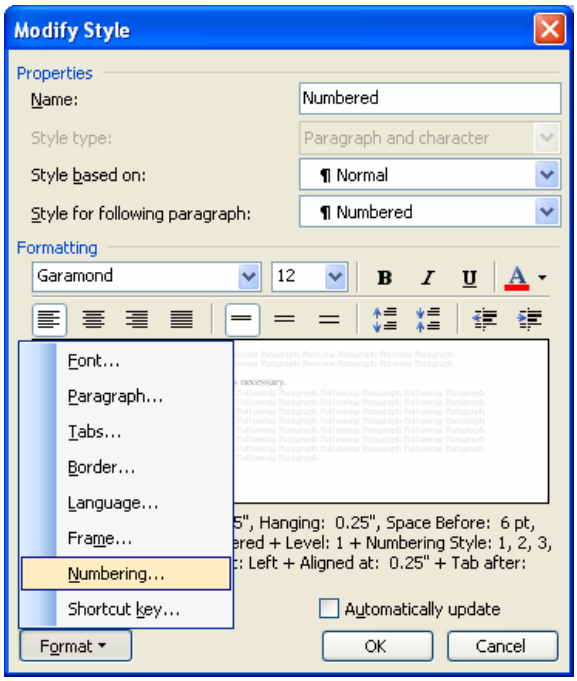


Figure 250

3. Click **Format** and select **Numbering**.

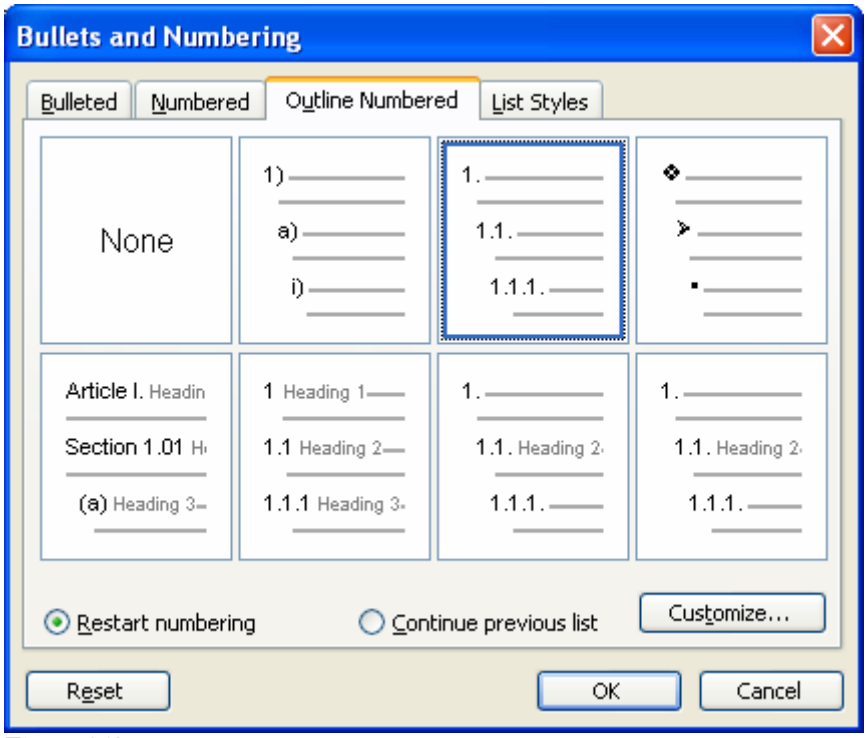


Figure 251

4. Select the **Outline Numbered** tab.
5. Select the numbering style you want or click **Customize** to define your own.

Restarting and Continuing Numbering

If you have more than one block of numbered lines and you want each block to begin numbering at 1, do one of the following:

Method 1

1. Select the line that you want to designate as 1.
2. Select **Format|Bullets and Numbering**.
3. Select **Restart numbering**.

Method 2

1. Right-click the line that you want to designate as 1.
2. Select **Restart Numbering**.

If you have more than one block of numbered lines and you want them to be numbered continuously, choose one of the following methods:

Method 1

1. Select the line where you want the continued numbering to begin.
2. Select **Format|Bullets and Numbering**.
3. Select **Continue numbering**.

Method 2

1. Right-click the line where you want the numbering to continue.
2. Select **Continue Numbering**.

Numbering Headings

If you want your headings to be numbered, do the following:

1. Select **Format|Styles and Formatting**.
2. On the **Styles and Formatting** task pane, click the button on the right of **Heading 1**.

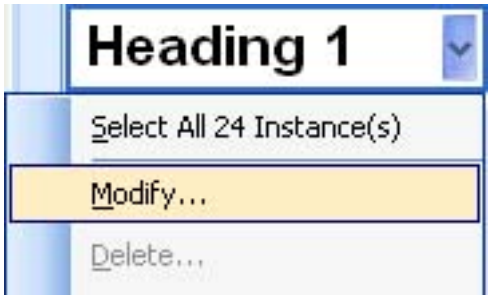


Figure 252

3. Select **Modify**.

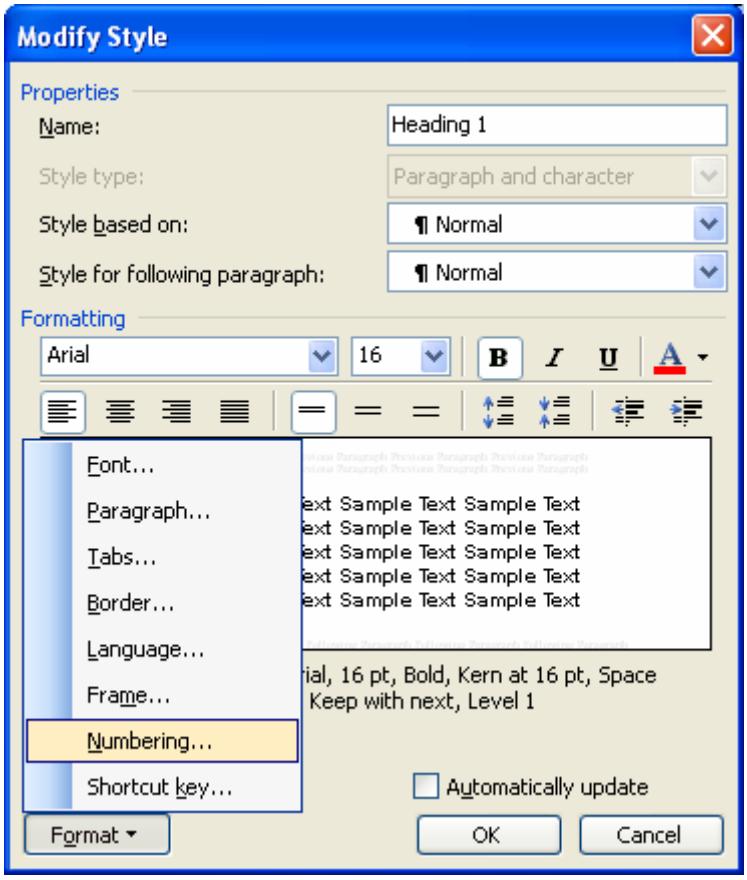


Figure 253

4. Click **Format** and select **Numbering**.

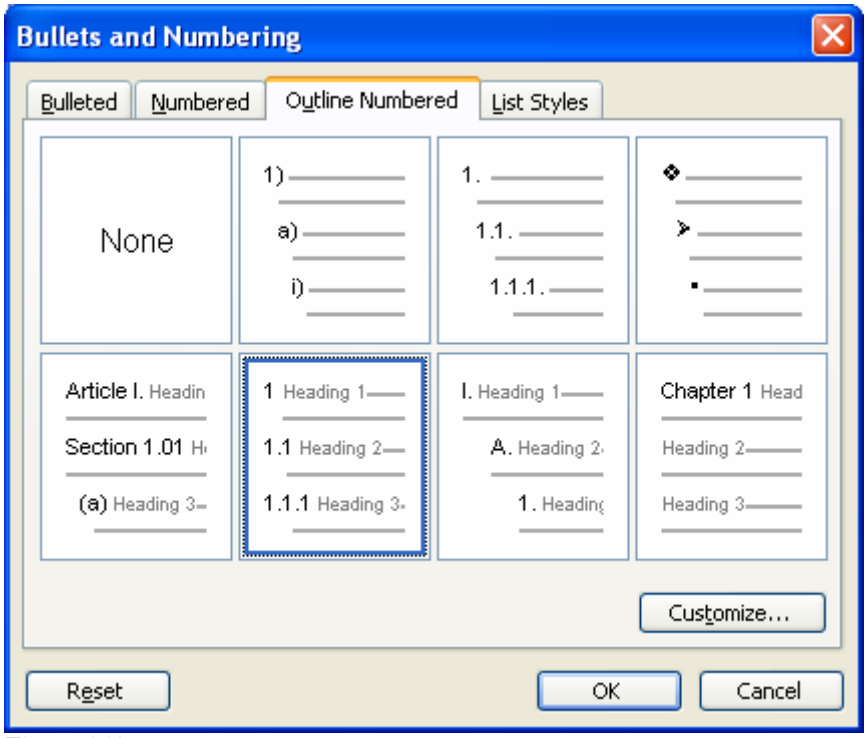


Figure 254

5. Select **Outline Numbered** and choose a numbering scheme that has the word "Heading" in it. Click **OK**.

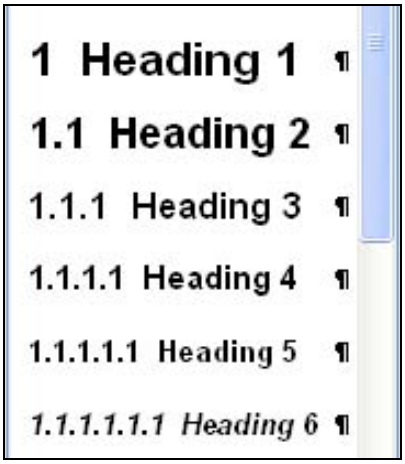


Figure 255

6. The **Heading** styles change to include automatic numbering. The numbering will appear in the table of contents, as well.

If you want to manually assign heading styles to a hierarchical numbering system—for example, if you want to assign headers to a numbering style that is not set up for headers—follow these steps:

1. On the **Styles and Formatting** task pane, click the down-arrow button to the right of **Heading 1**.

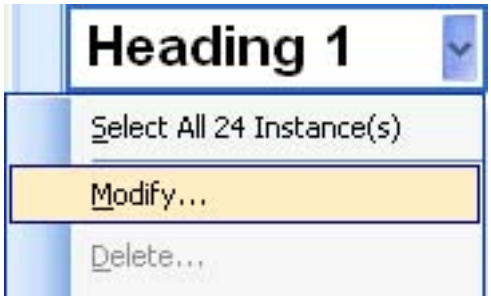


Figure 256

2. Select **Modify**.
3. Click **Format** and select **Numbering**.

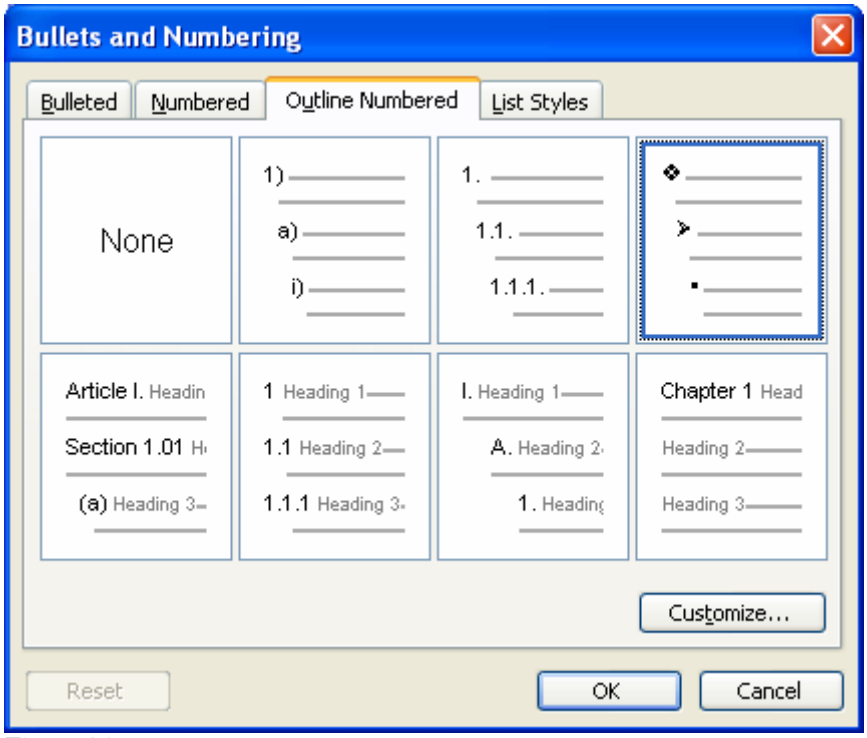


Figure 257

4. Select the numbering scheme that you want.
5. Select **Customize**.

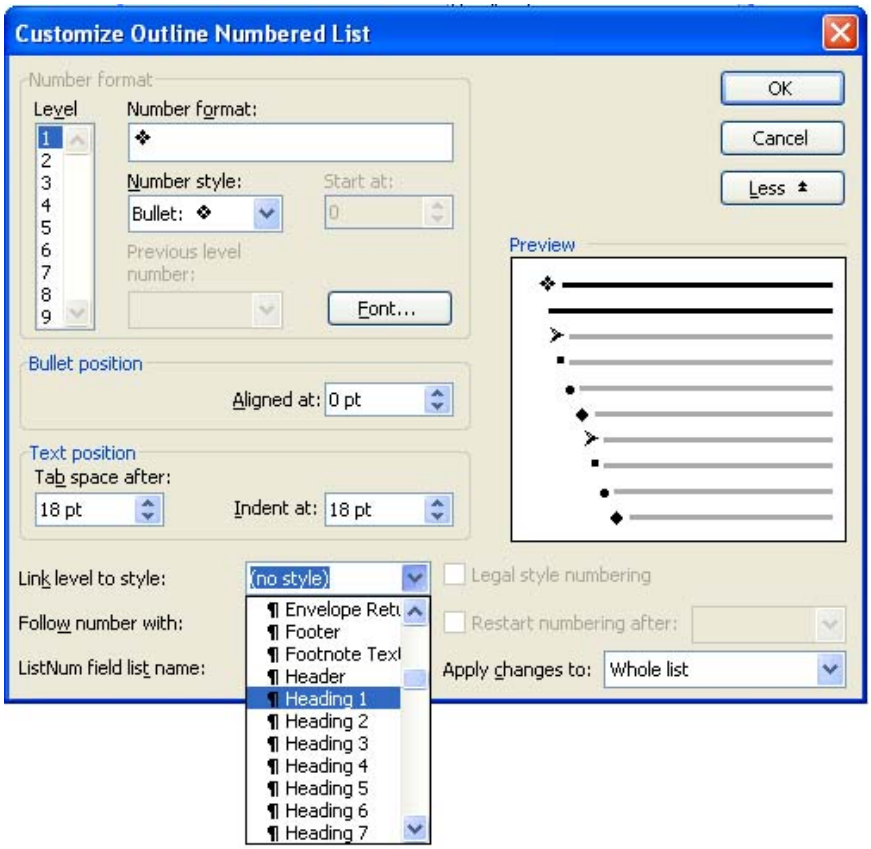


Figure 258

6. Click **More**.
7. Select **1** from the **Level** field.
8. From the **Link level to style** drop-down menu, select **Heading 1**.
9. To assign the next level, select **2** from the **Level** field and select **Heading 2** from the **Link level to style** drop-down menu.
10. Repeat for each level that you want to assign.

Troubleshooting Numbering

Unfortunately, the numbering function in Word has a few problems. The numbering is not stable and often needs to be redone. There are also a few problems that require work-arounds.

One common problem is that blocks of numbered lines will spontaneously change their numbering: for example, instead of starting at 1, they continue numbering from the previous block of numbered lines. To solve this problem, you will have to manually execute **Restart Numbering** on the first line of each block of numbered lines.

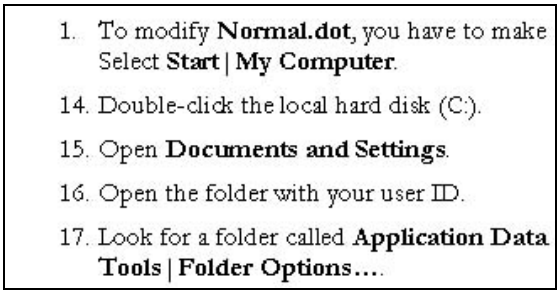

1. To modify **Normal.dot**, you have to make Select **Start | My Computer**.
14. Double-click the local hard disk (C:).
15. Open **Documents and Settings**.
16. Open the folder with your user ID.
17. Look for a folder called **Application Data Tools | Folder Options…**.

Figure 259

In the example above, **Restart Numbering** was executed on the first line, but the subsequent lines did not follow suit. To fix the problem, follow these steps:

1. Select the whole block of numbered lines. Right-click and select **Restart Numbering**.
2. If Step 1 does not fix the problem, select the first line **except for the period at the end of the paragraph**.
3. Press **Ctrl+X**.
4. Insert the cursor at the beginning of the next line and press **Ctrl+V**.
5. Delete what is left of the first line (usually just the number 1 and the period).
6. Insert the cursor at the beginning of the second line (in this case, before the word "Double-click") and press **Enter**.
7. Select the whole block of numbered lines or select just the first line. Right-click and select **Restart Numbering**.

If the numbers begin to disappear when you make changes to the numbered lines, it is possible that your computer is having memory problems.

1. Press **Ctrl+Z** to undo the disappearances, if possible.
2. Save the file.
3. Restart Windows.

If the number is formatted differently than the text (and you want the formatting to be the same) do the following:

1. Click the **Hide/Show ¶** button to show the hidden formatting marks.

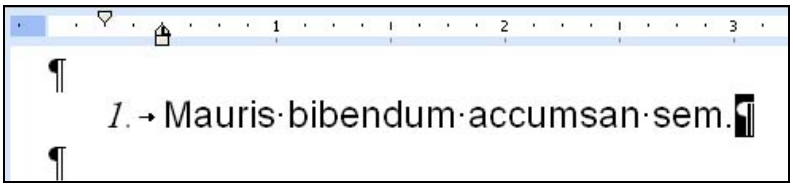


Figure 260

2. Select only the pilcrow sign (¶) at the end of the line.
3. Apply the desired text format. In this example, you would click the **Italic** button or press **Ctrl+I** to remove the italizacion from the number.

Creating a Table of Contents

You can use styles to automatically generate a table of contents. To create a table of contents, follow these steps:

1. Decide which headings you would like to include in your table of contents.

Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help Adobe PDF
Acrobat Comments
Arial
Caption... Index and Tables...
Styles and Formatting
Formatting of selected text
Heading 1
Select All
New Style...
Pick formatting to apply
Heading 1
Clear Formatting
Arial
Show:
Available formatting
Vivamus Mattis
Lorem ipsum dolor sit amet, consectetuer
ut nulla. Nam laoreet. Phasellus laoreet pl
neque. Maecenas viverra. Curabitur pretiu
Praesent quis arcu. Etiam pulvinar sodale
hendrerit condimentum, massa lectus elei
ac dui. Suspendisse potenti. Morbi mauris
sed, diam.
Page 1 Sec 1 1/1 At 1.1" Ln 1 Col 1 REC TRK EXT OVR

Figure 261

2. Apply the **Heading** styles to the headings.
3. Position your cursor where you want to place the table of contents.
4. Select **Insert | Reference | Index and Tables**.

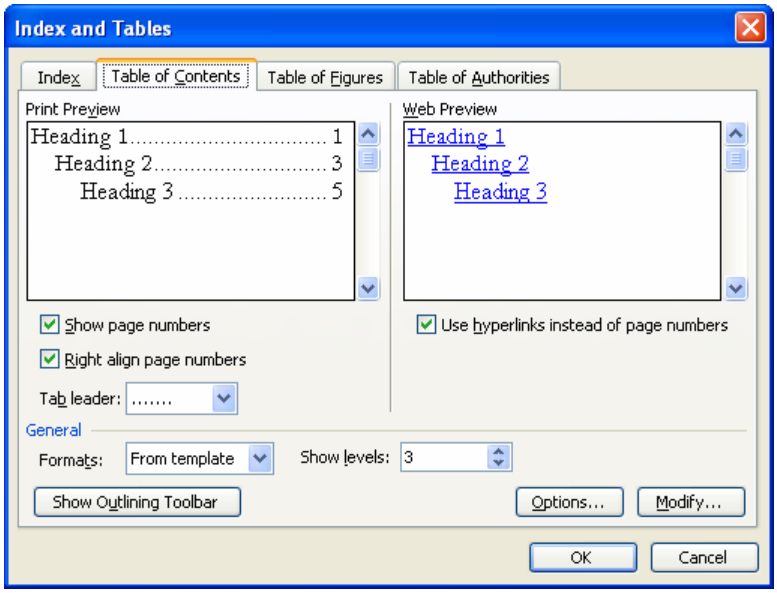


Figure 262

5. Select the **Table of Contents** tab.
6. The **Print Preview** field shows how many headings will be included in the table of contents. If you want to add or delete headings, click **Options**.

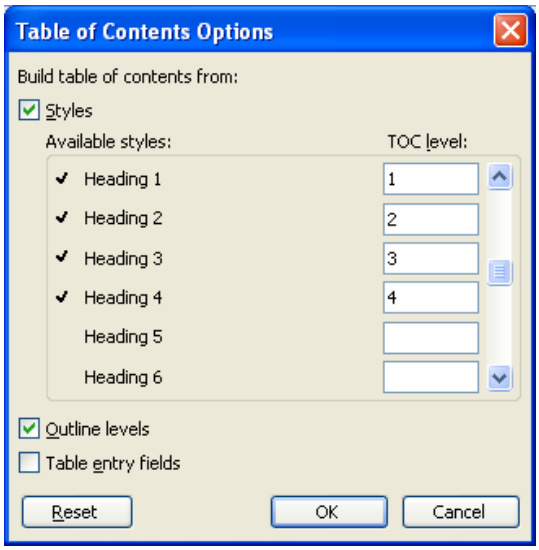


Figure 263

7. To include a fourth level in the table of contents, for example, scroll down to the style that you want as the fourth level and type 4 in the **TOC level** field.
8. To delete a style from the table of contents, delete the number in the **TOC level** field. Click **OK**.
9. Click **OK** again to generate the table of contents.

10. The table of contents will not update automatically. To update the table of contents, click anywhere on the table and press **F9**.
11. To skip to a heading in the document, press **Ctrl** and click the item in the table of contents.

If you generate a table of contents in this manner, when you convert the Word document to a PDF, you will be able to click on table of contents items to jump to those sections in the document.

Formatting the Table of Contents

To format the table of contents, do the following:

1. Select **Insert | Reference | Index and Tables**.

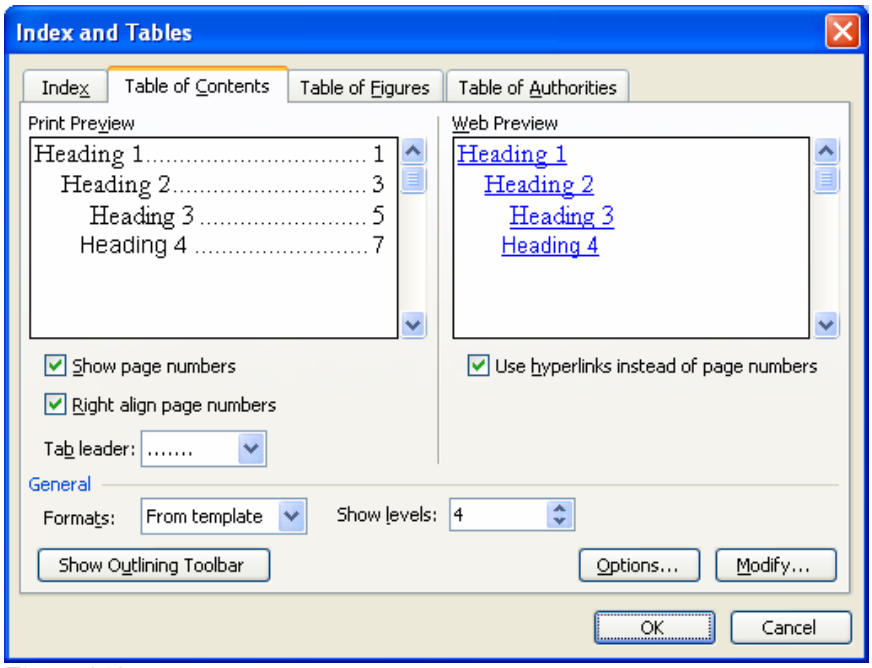


Figure 264

2. Note that **Heading 4** does not have the same font as the other headings, nor is it properly aligned. Select **Modify**.

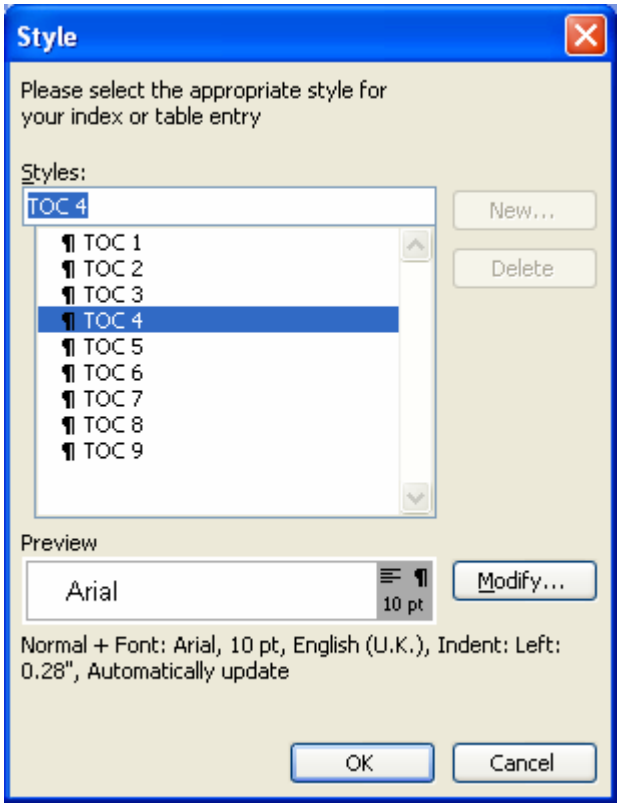


Figure 265

3. From the **Styles** field, select the table of contents (TOC) level that you want to modify and click **Modify**.

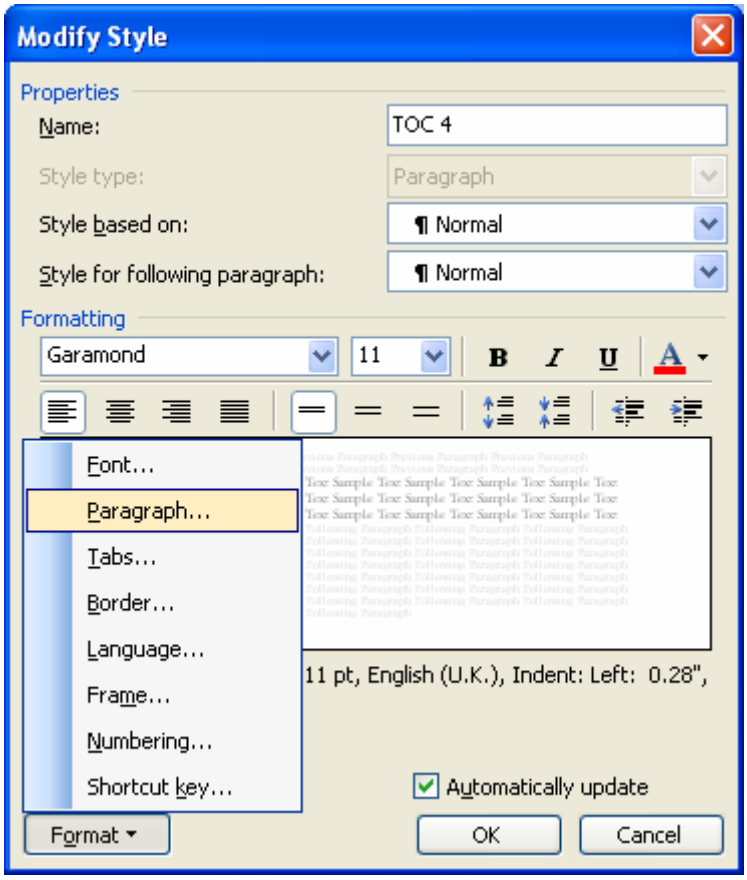


Figure 266

4. Adjust the font and font size in the **Formatting** drop-down menus.
5. **Optional:** Check the **Add to template** box if you want to add this setting to **Normal.dot**.
6. Click **Format** to make further adjustments.

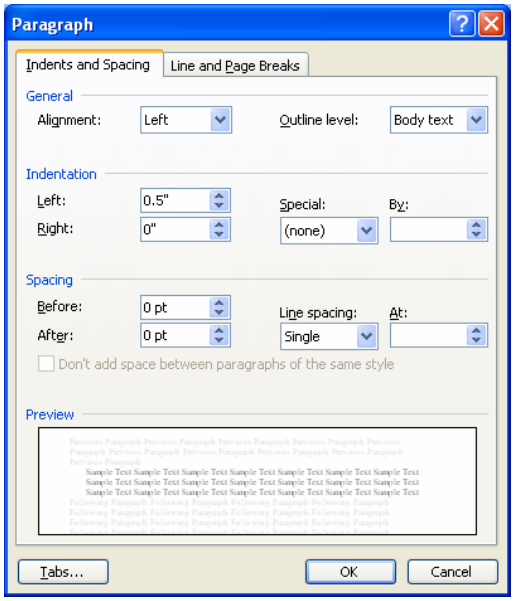


Figure 267

7. After making the necessary adjustments, click **OK**.

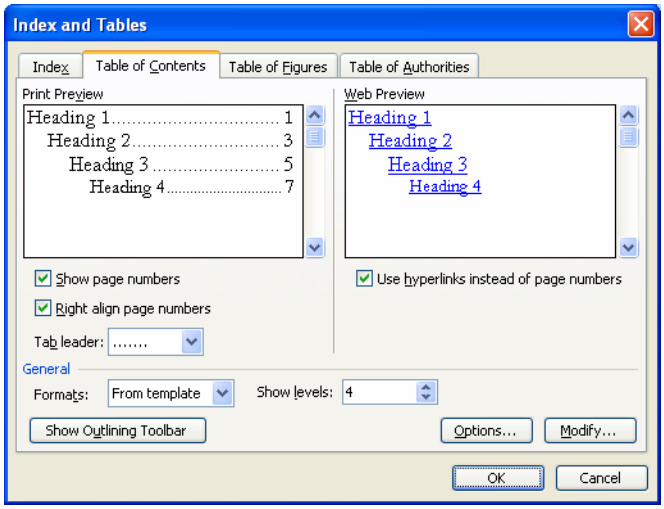


Figure 268

8. The format for **Heading 4** is now consistent with the other headings.

To learn more about tables of contents, take this **Microsoft tutorial**.
(**Warning:** sound. **Turn off sound**.)

Spell Check

If you **disabled** the **Check spelling as you type** option, you can still use the spell checker to check your spelling. To use spell check, follow these steps:

1. Position your cursor at the beginning of the document.
2. Click the spell-check button or select **Tools|Spelling and Grammar**.

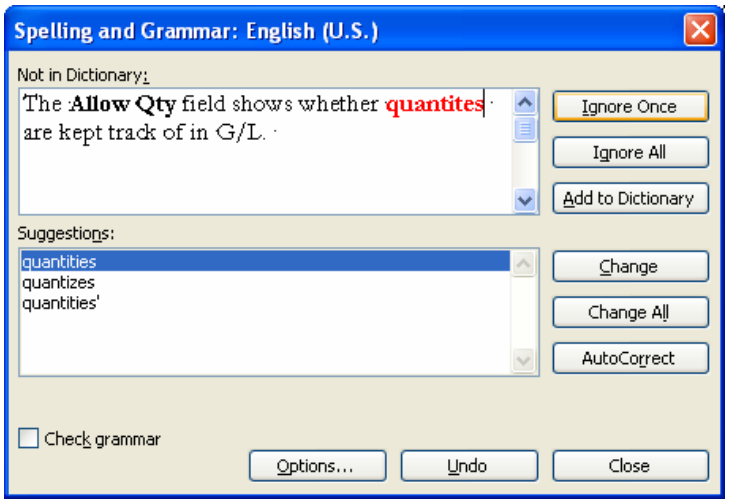


Figure 269

3. When the spell checker finds a word that it does not recognize, it stops and highlights the unknown word in red. In the **Suggestions** field are some words that might constitute the correct spelling.
4. Select the correct word and click **Change**.
5. If the correct word is not suggested, type the correct spelling directly in the **Not in Dictionary** window and click **Change**
6. If the word is not wrong (such as an acronym), click **Ignore Once** or **Ignore All**.
7. If the word is not wrong and it is a word that you intend to use frequently (such as the name of a company) click **Add to Dictionary**.
8. Spell Check also looks for repeated words. If it finds two identical words together, click **Change** to remove one of the words.

Tables

Use tables to organize data and other information into an easy-to-read format. Tables consist of rows and columns. The individual squares are called cells. When working with tables, it is recommended that you enable the **Tables and Borders** toolbar. Select **Tools|Customize** and select the **Toolbars** tab. Scroll down and check the **Tables and Borders** check box.

Add to Table	Adjust Size	Change Font	Color the Cells
Lines	Page Breaks	Alignment	Delete Table

Creating a Table

To create a table, do one of the following. Remember that you can add rows and columns after you have created the table.

Method 1

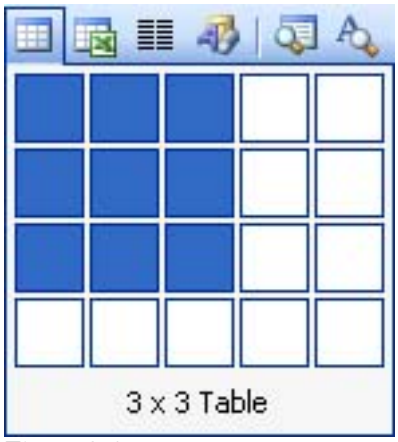


Figure 270

1. On the **Standard** toolbar, click the **Insert Table** button.
2. Drag your mouse across the squares to define the table's dimensions.

Method 2

1. Select **Table | Insert | Table**.

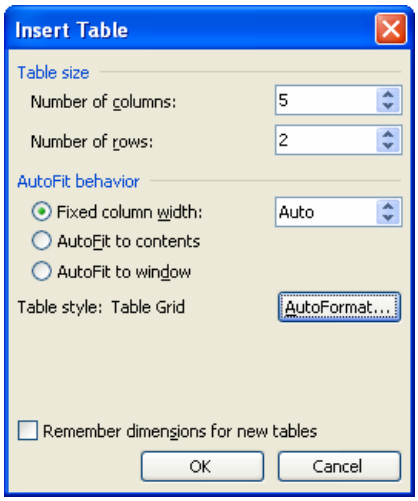


Figure 271

2. In the **Number of columns** field, type the number of columns.
3. In the **Number of rows** field, type the number of rows.
4. **Optional:** If you would like to use a predefined format, click **AutoFormat**

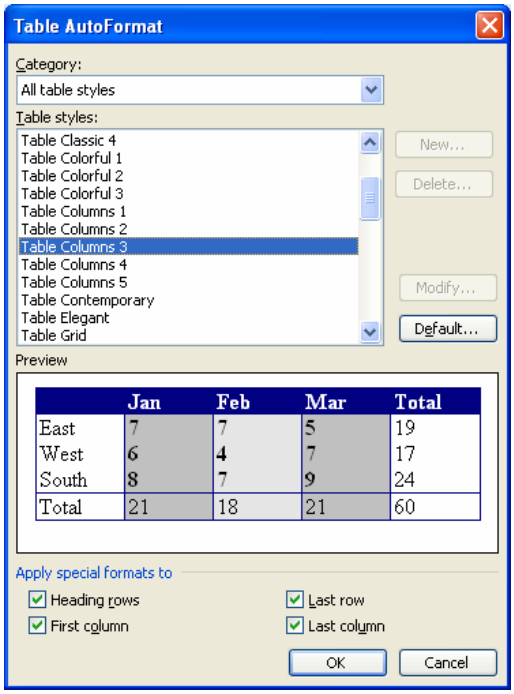


Figure 272

5. **Optional:** From the **Table styles** field, select the style that you want. You can see the style in the **Preview** window.
6. Click **OK**.
7. In the top row, type the labels for the columns. Press **Tab** to move to the next field.
8. Type the other information in the other cells.

Method 3

1. Select **Table | Draw Table** or click the **Draw Table** button . The cursor turns into a pencil .
2. Beginning at the upper-left corner, click and drag the pencil diagonally down and to the right to create a box. When the box is the size that you want the table, release the mouse button.
3. Draw horizontal and vertical lines to make the rows and columns that you want.

> With this method of creating a table, it is difficult to create evenly spaced rows and columns.

Adding Rows and Columns

Method 1

1. To add another row to the bottom of the table, position your cursor in the last cell of the last row and press **Tab**.

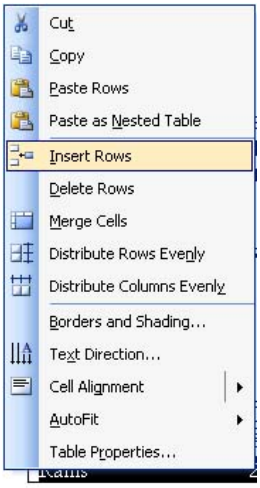


Figure 273

2. To add a row inside the table, select the row **below** where you want to insert the row, right-click, and select **Insert Rows**.
3. To add a column, select the column to the right of where you want to add the column, right-click, and select **Insert Columns**.

Method 2

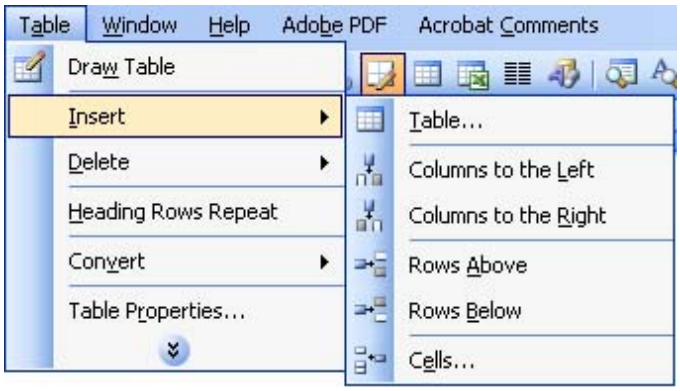


Figure 274

1. Select **Table | Insert**.

2. Select the option to insert columns or rows.

Method 3

1. Select **Table | Draw Table**. The cursor turns into a pencil.
2. Divide columns and rows by drawing horizontal and vertical lines.

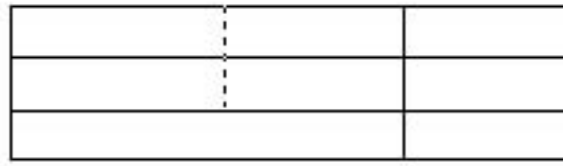


Figure 275

Formatting Rows and Columns

Change the Size of Rows and Columns

1. To change the width of a column or row, roll the cursor over the line until it turns into a double arrow ⇿. Click and drag to resize the column or row or double-click to size the column or row to the contents.

> If you want to change the size of the entire column, do not select anything before resizing. If you want to change the size of one or more cells in the column, select those cells before resizing.

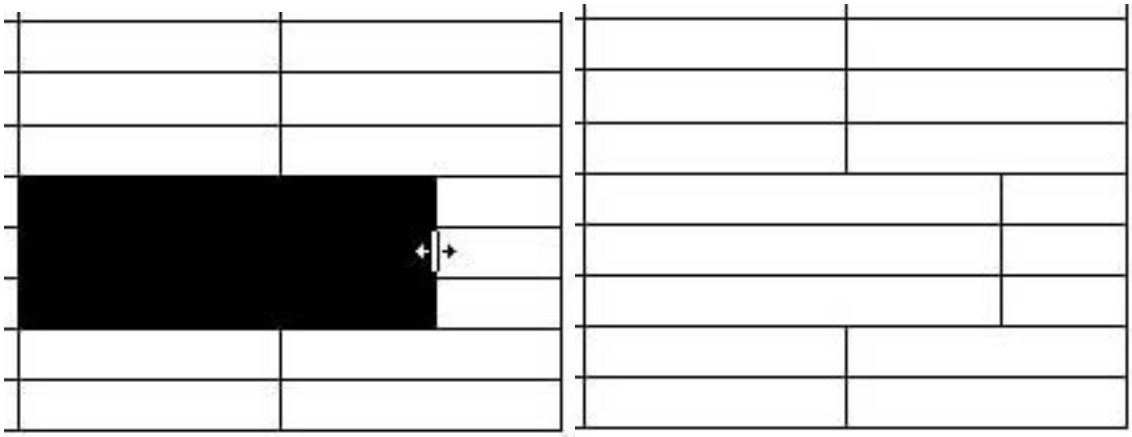


Figure 276

2. If you want to make the column widths the same size, select the columns and click the **Distribute Columns Evenly** button.

Figure 277

3. The figure above shows the **Distribute Rows Evenly** and **Distribute Columns Evenly** buttons.

Change the Font

1. To change the font of the text in a table, select the table by clicking on the move-table icon at the upper-left corner of the table. This icon is visible when your mouse is over the table. **Format the text** as you would any other text.

Color or Shade the Cells

1. To color or shade the cells in a table, select the cells. On the **Tables and Borders** toolbar, click the **Shading Color** button.

Figure 278

2. Select the color that you want or click **More Fill Colors** to choose another color.

Change the Lines

1. To change the look of the lines, select the cells that you want to be affected and select **Format | Borders and Shading**.

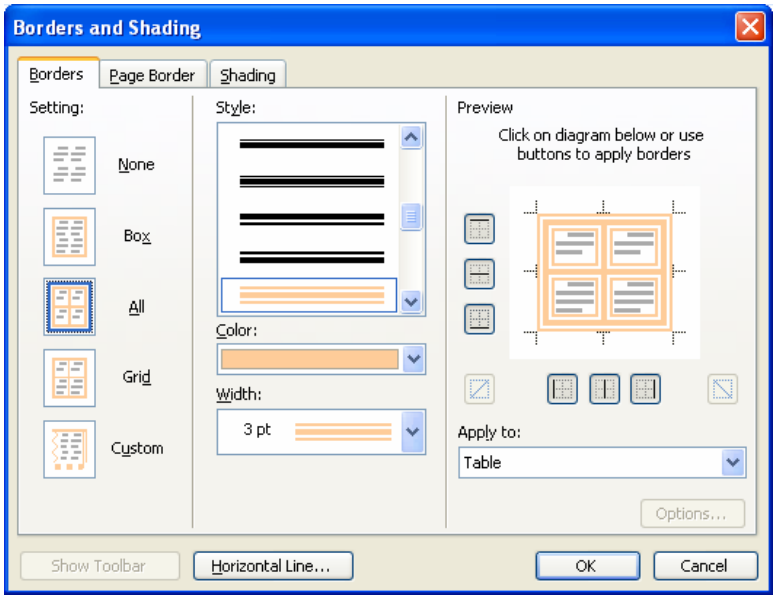


Figure 279

2. From the **Setting** field, select how you want to apply the line style.
3. From the **Style** field, select the type of line that you want.
4. From the **Color** field, select the color of the line.
5. From the **Width** field, select how wide you want the line.
6. In the **Preview** window, click and unclick the buttons that correspond to the parts of the table that you want to apply the style to. For example, if you want to apply the style only to the outside lines, unclick the middle button on the left side and along the bottom.
7. Click **OK**.

8. To create a table without printed lines, select the table, click the button to the right of the **Outside Border** button, and select **No border**.

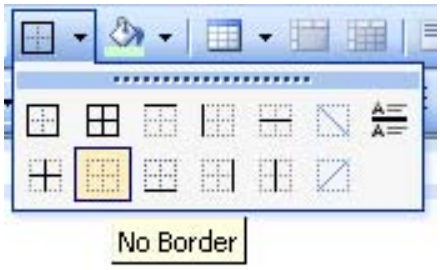


Figure 280

The gray lines show up on the screen but they are not printed.

Page Breaks

If your table breaks across a page, you can make sure that the headers show up automatically on the next page by following these steps:

1. Select the header row or rows.
2. Select **Table | Heading Rows Repeat**.

Item #	Warehouse	Available	Cost	Vendor

6

Item #	Warehouse	Available	Cost	Vendor

Figure 281

Align the Text

1. To adjust the horizontal alignment of text, select the rows, columns, or cells that you want to align and click the **Align Left**, **Center**, or **Align Right** button on the **Formatting** toolbar.
2. To adjust the vertical alignment of text, select the rows, columns, or cells that you want to align and select **Table | Table Properties**.

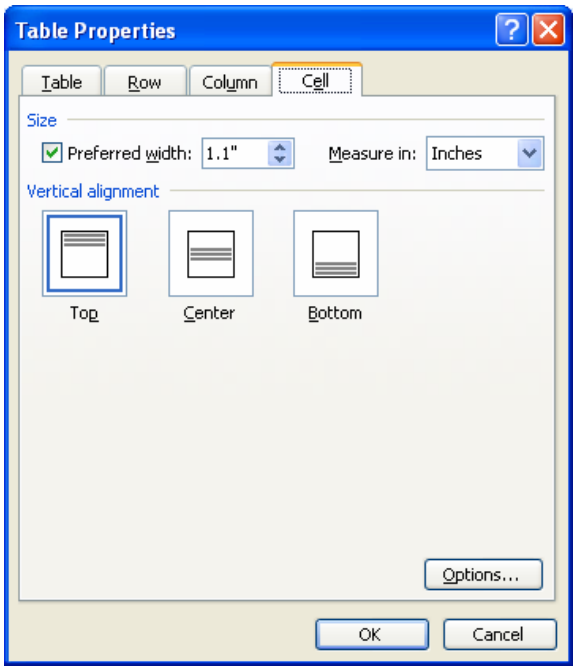


Figure 282

3. Select the **Cell** tab.
4. Select **Top**, **Center**, or **Bottom**.

Top Aligned		
Center Aligned		
Bottom Aligned		

Align the Table

1. To align the whole table in relation to the page, select the table and select **Table|Table Properties**.

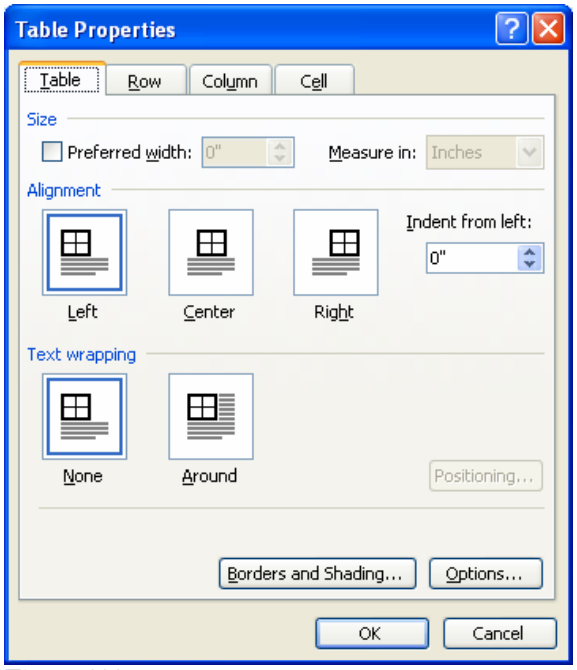


Figure 283

2. Select **Left**, **Center**, or **Right** alignment.

Delete a Table

If you select the entire table and press **Delete**, you will erase all of the contents of the table cells but not the table itself. To delete the table, click somewhere in the table and select **Table | Delete | Table**.

> To learn more about tables, take this **Microsoft tutorial**. (**Warning:** Sound. **Turn off sound**.)

Graphics

You can put several types of graphics into a Microsoft Word document. In this section, you will learn how to insert graphics into a Word document.

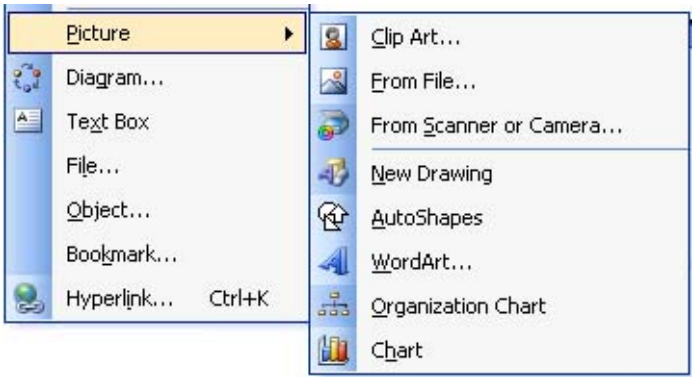


Figure 284

To insert a graphic, select **Insert | Picture**. Choose the type of graphic that you want to insert.

Picture	**Scanner or Camera**	**New Drawing**	**AutoShapes**
WordArt	**Organization Chart**	**Chart**	**Diagram**

Clip Art

Clip art is a drawing that was created by an artist. To insert clip art, do the following:

1. Select **Insert | Picture | Clip Art**. The **Clip Art** task pane opens on the right.

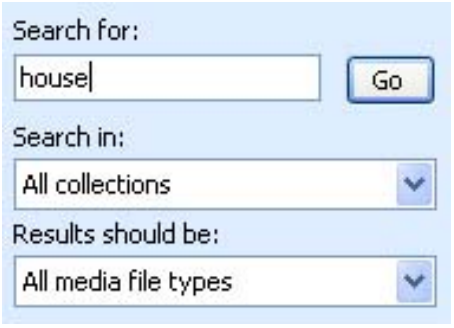


Figure 285

2. Type a description of the clip art that you want to find in the **Search for** field or click **Go** to see thumbnails of all clip art.

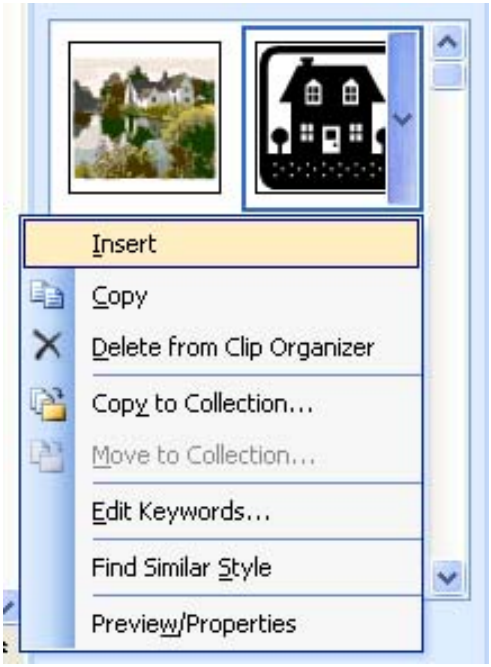


Figure 286

3. Roll your mouse over the thumbnail that you want. A down-arrow button appears. Click the button.
4. Select **Insert**. The clip art appears at your cursor position.
5. **Optional:** Drag and drop the clip art onto the document.
6. To resize the clip art, click on it. Eight "handles" appear around the clip art.

Figure 287

7. To make the clip art larger, click on one of the corner handles and drag diagonally until it is the desired size. If you click on a side handle and drag, you will distort the clip art.

To find more kinds of clip art, visit the **Microsoft Office Clip Art and Media Home Page**.

Picture

If you want to insert a photo or other existing graphic file, choose the **From File** option.

1. Select **Insert | Picture | From File**.
2. By default, Word will open the **My Pictures** folder. Only graphics types files will be shown (GIF, JPG, BMP, TIFF, etc.)
3. Select the file that you want and click **Insert**.

From Scanner or Camera

If you want to insert a photo from a camera or a scanner, choose the **From Scanner or Camera** option. You will need to have a scanner or camera connected to your computer, plus the appropriate drivers, to use this option.

New Drawing

A new drawing is a picture or diagram created directly in the document.

1. To create a new drawing, select **Insert | Picture | New Drawing**. A "canvas" appears on the page, the **Drawing** toolbar appears at the bottom of the screen, and the **Drawing Canvas** toolbar floats in the upper-right corner.

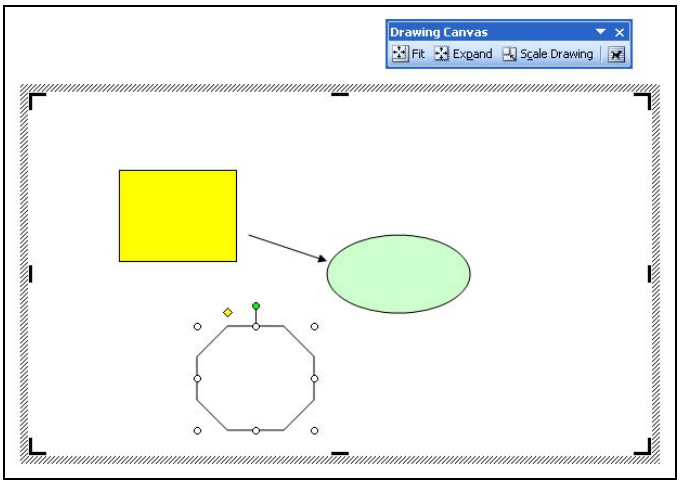


Figure 288

2. Use the drawing tools to create objects and draw lines.

AutoShapes

AutoShapes are pre-drawn shapes that you can insert into a document.

1. To insert an AutoShape, select **Insert | Picture | AutoShapes**.

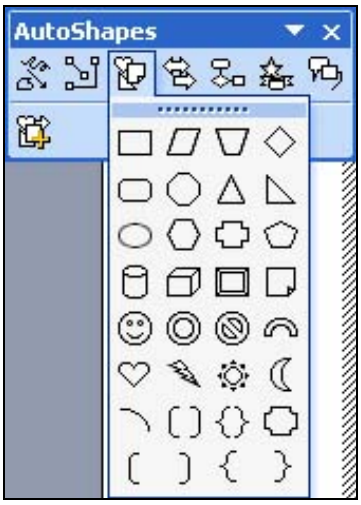


Figure 289

2. Click on an AutoShape button and select an AutoShape. A canvas appears in the document and a small version of the AutoShape appears on the canvas.

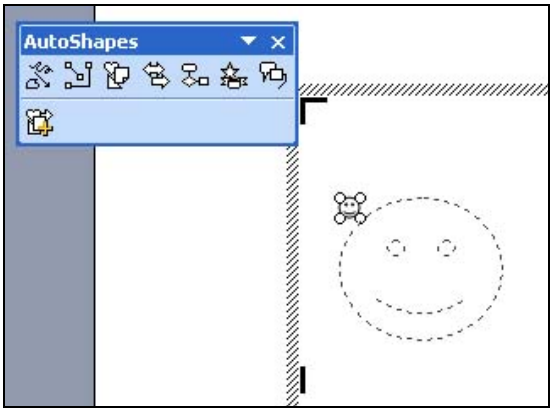


Figure 290

3. Click on a handle and drag diagonally to resize the AutoShape.

WordArt

WordArt consists of text that has been manipulated to appear more like a drawing than typed text. You treat WordArt as a graphic rather than as text.

1. To insert WordArt, select **Insert | Picture | WordArt**.

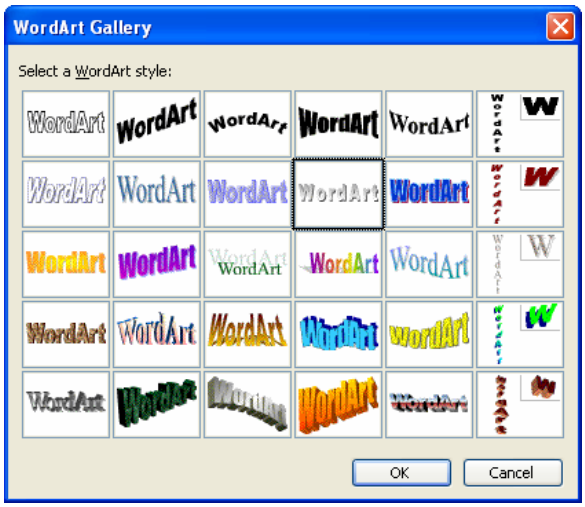


Figure 291

2. Select a WordArt style and click **OK**.

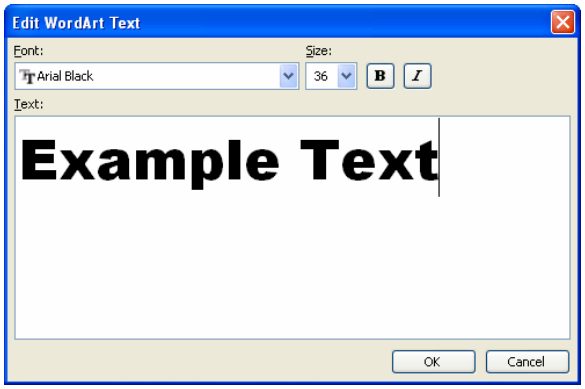


Figure 292

3. Type the text into the **Text** field. Use the **Font** and **Size** drop-down menus to format the text. Click **OK**.

Figure 293

4. To edit the WordArt text, double-click on the WordArt.

Organization Chart

An organization chart allows you to diagram hierarchies in an organization.

1. To insert an organization chart, select **Insert|Picture|Organization Chart**. A preliminary organization chart appears on a canvas and the **Organization Chart** toolbar appears.

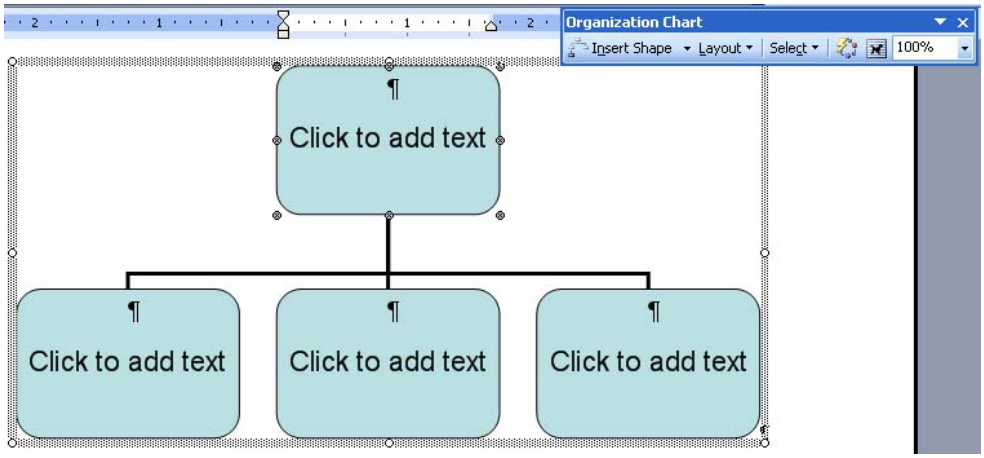


Figure 294

2. To alter the organization chart, click one of the shapes and click the **Insert Shape** button.

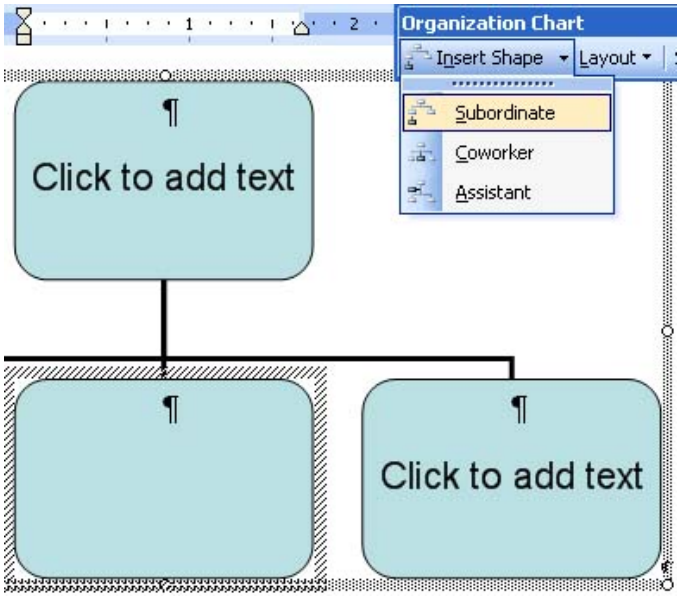


Figure 295

3. Select **Subordinate** to put a shape below the selected shape; select **Coworker** to insert a shape at the same level as the selected shape; select **Assistant** to attach a shape to the side of the selected shape.

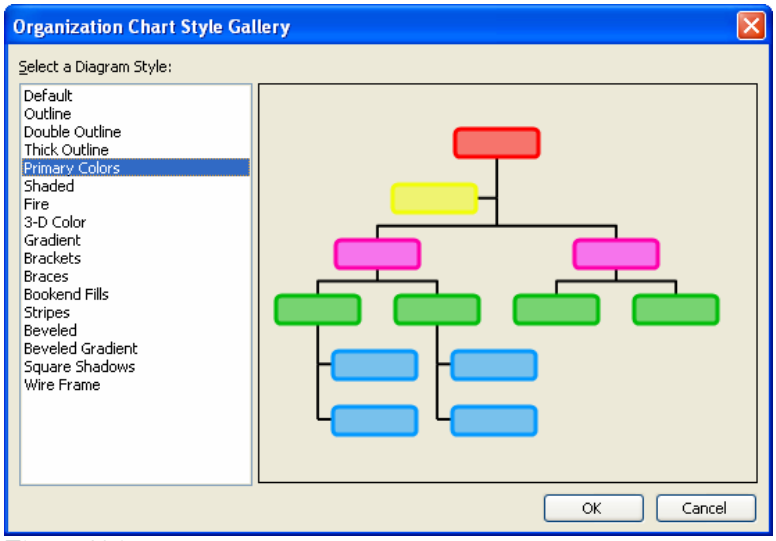


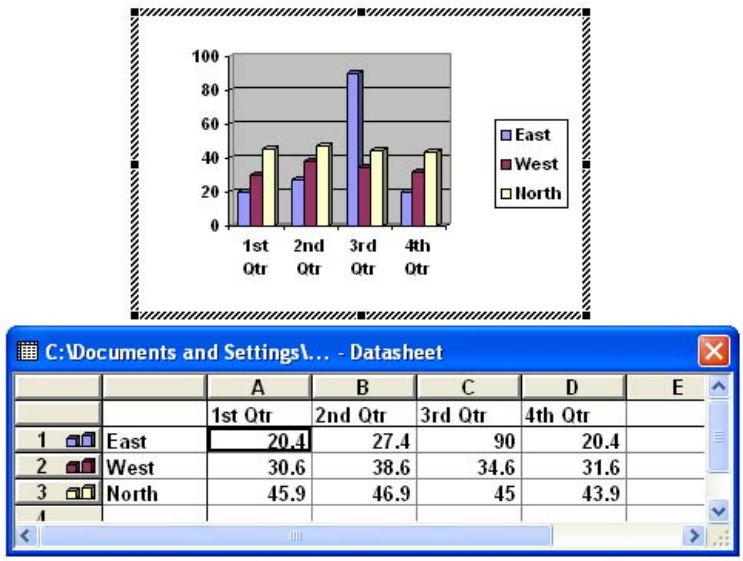
Figure 296

4. Click the **Autoformat** button to choose a coloring and shape style. Click **OK**.

Charts

A chart is a graphic representation of data, designed to clarify the relationship between sets of data.

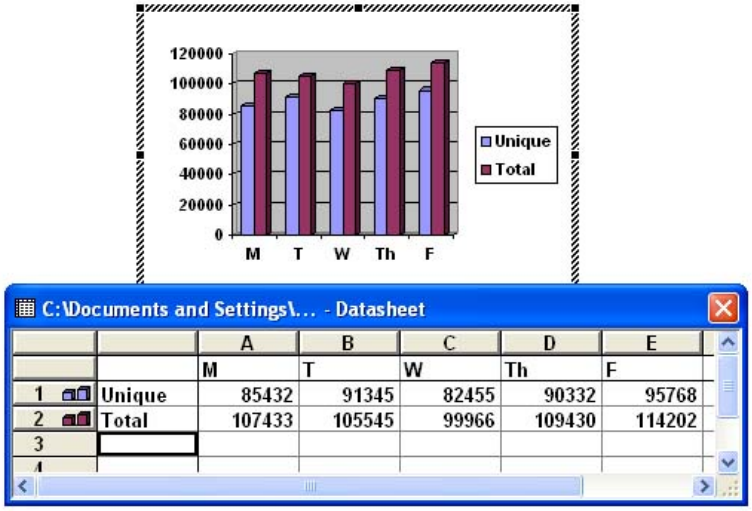
1. To insert a chart, select **Insert | Picture | Chart**.



		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	

Figure 297

2. A sample chart and the Datasheet appears. The Datasheet is an Excel-type spreadsheet.



		A	B	C	D	E
		M	T	W	Th	F
1	Unique	85432	91345	82455	90332	95768
2	Total	107433	105545	99966	109430	114202
3						

Figure 298

3. Type headings for each row and column.
4. Type the data in the relevant cells. You can add or delete columns and rows as necessary.

5. To make the Datasheet disappear, click anywhere on the document. To make it reappear, double-click on the chart.
6. To change the chart type, right-click inside the canvas.

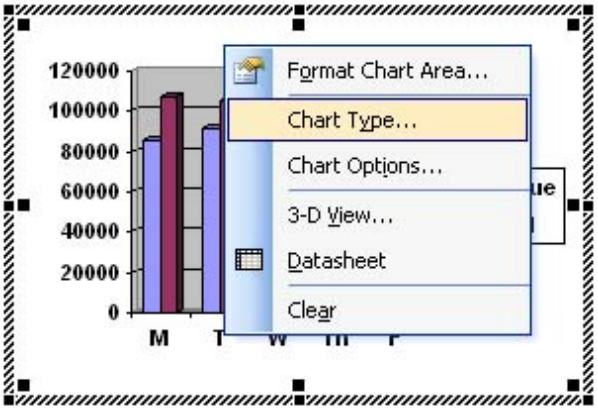


Figure 299

7. Select **Chart Type**.

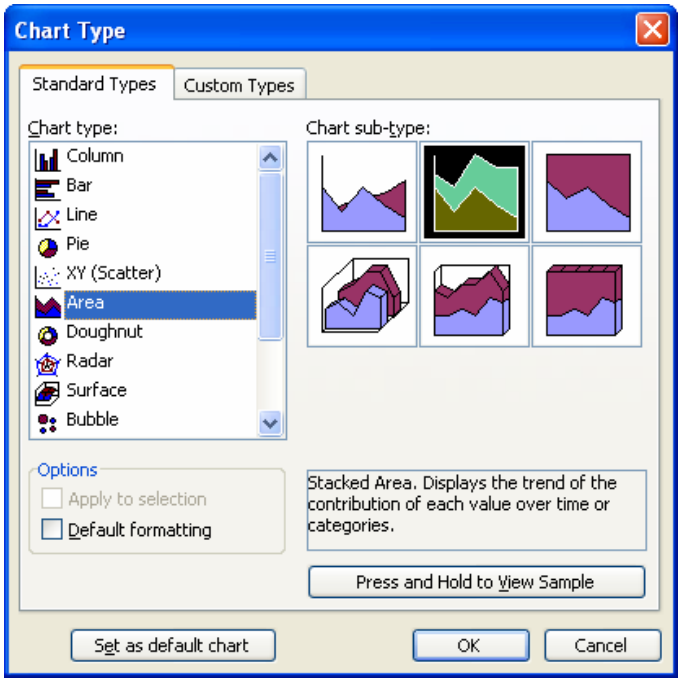


Figure 300

8. From the **Chart type** field, select the type of chart that you want. From the **Chart sub-type** menu, select the chart sub-type that you want.
9. To see how your chart would look, click the **Press and Hold to View Sample** button. If the chart looks all right, click **OK**.

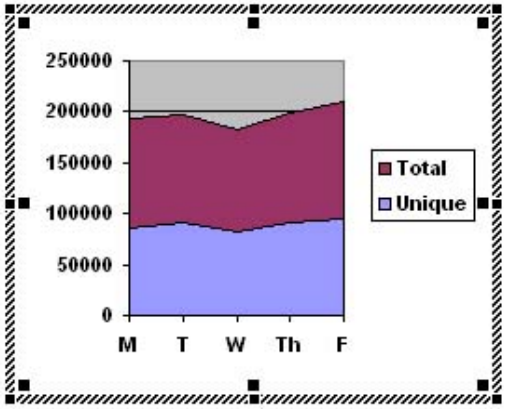


Figure 301

10. To format the data on the chart, click directly on the data points (bar, area, or line).

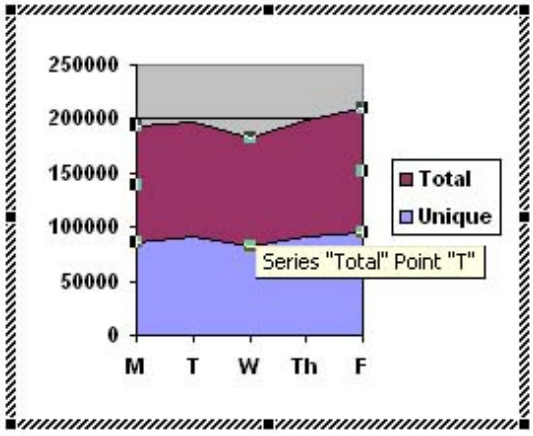


Figure 302

11. Right-click on the data points and select **Format data series**.

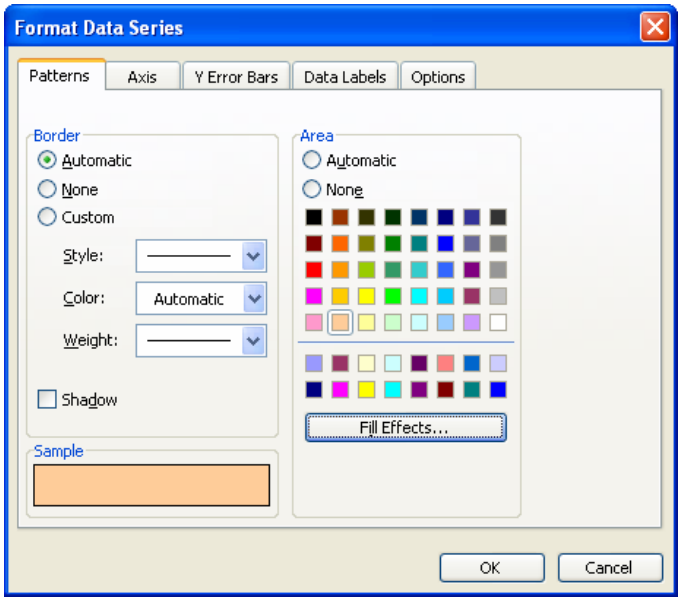


Figure 303

12. Select the **Patterns** tab. In the **Border** area, select the style for the border; in the **Area** area, select the color for the data points. Click **OK**.
13. To add labels to the chart, right-click on the chart and select **Chart Options**.

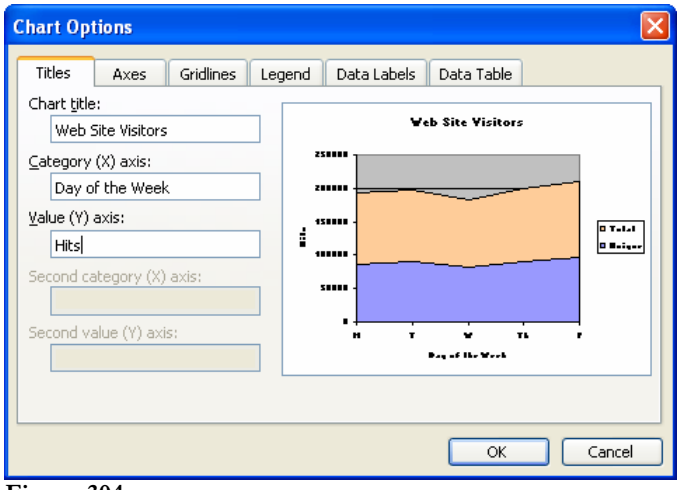


Figure 304

14. On the **Titles** tab, you can name the chart and add labels to the X and Y axes.
15. On the **Legend** tab, you can position the legend. When finished, click **OK**.

Diagrams

Use the Diagram function to illustrate concepts graphically.

To create a diagram, follow these instructions:

1. Select **Insert | Diagram**.

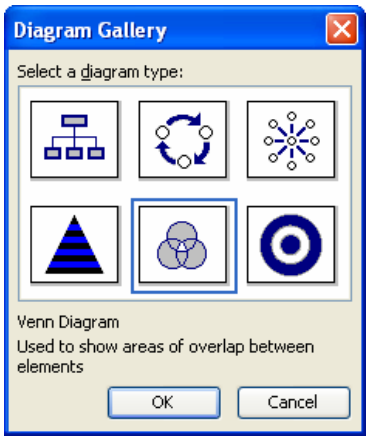


Figure 305

2. Select the type of diagram you want.
3. A preliminary diagram appears in a canvas and the **Diagram** toolbar appears.

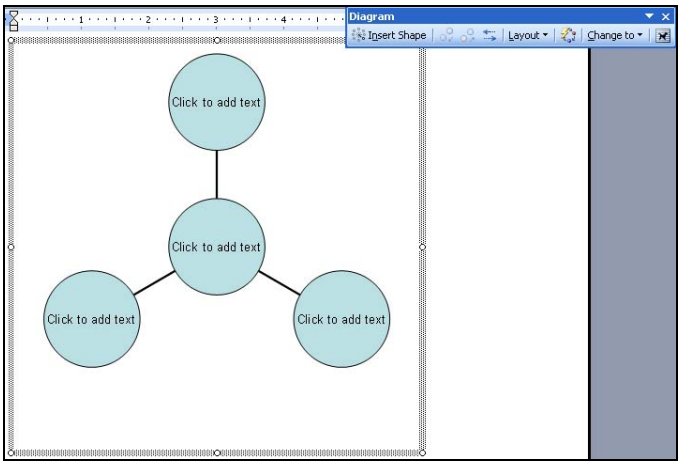


Figure 306

4. To add elements to the diagram, click **Insert Shape**.

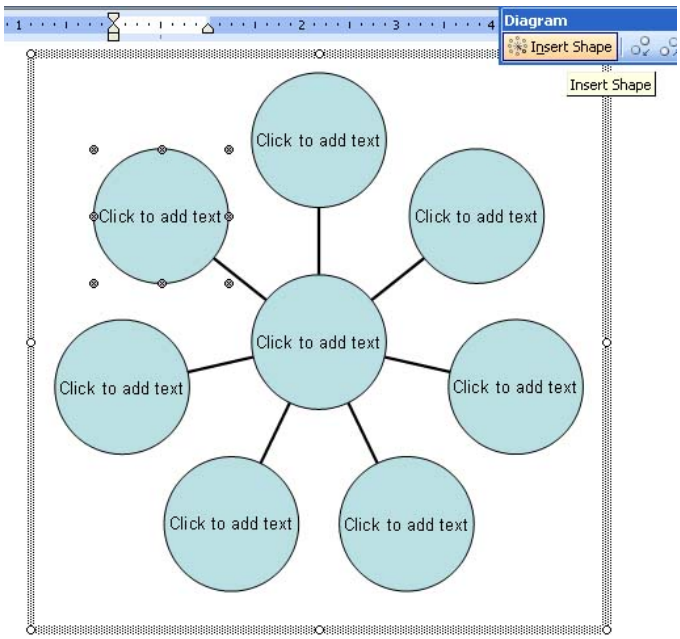


Figure 307

5. To change the coloring and lines, click the AutoFormat button .

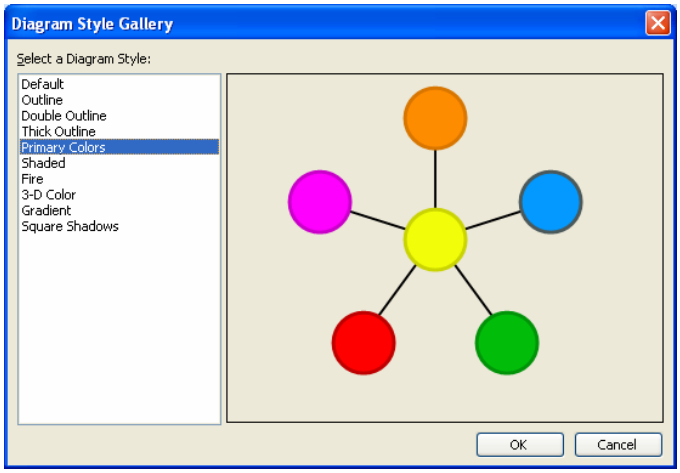


Figure 308

6. Select the style that you want and click **OK**.

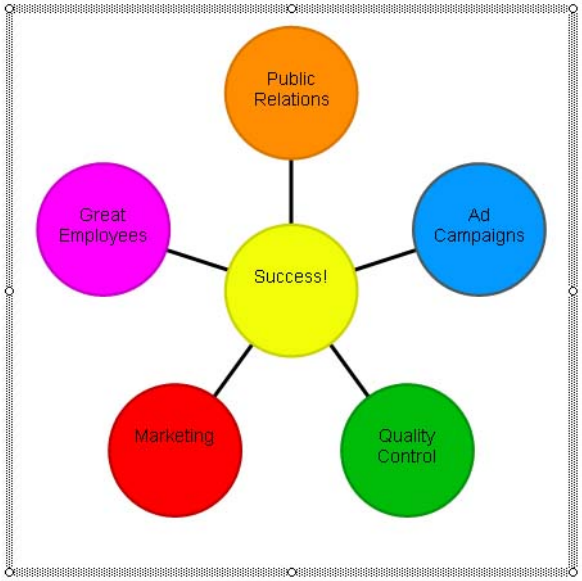


Figure 309

7. To add text to the diagram, click on each shape and type the text.
8. You can format all of the text at once by clicking the canvas outline and applying formatting options. You can also format each bit of text separately.

To learn how to wrap text around a graphic, take this **Microsoft tutorial**. (**Warning:** Sound. **Turn off sound**.)

Track Changes

When more than one person edits a document, you can keep track of which changes each person makes with the Track Changes function.

To enable Track Changes, select **Tools|Track Changes** or press **Ctrl+Shift+E**.

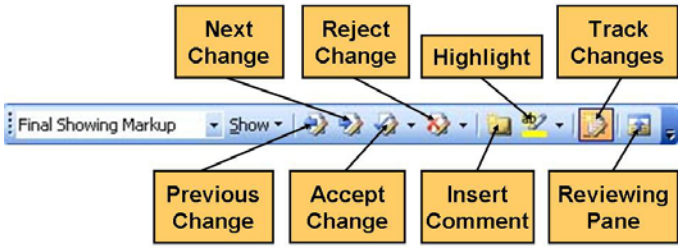


Figure 310

The **Track Changes** toolbar appears. Now, as you make changes to your text, Track Changes marks each change.

Final Showing Markup

From the **Display for Review** drop-down menu, select **Final Showing Markup**. Where you add text, the text is underlined. Where you delete text, a balloon and an arrow indicate what was deleted. A vertical mark in the left margin shows you where a change has been made.

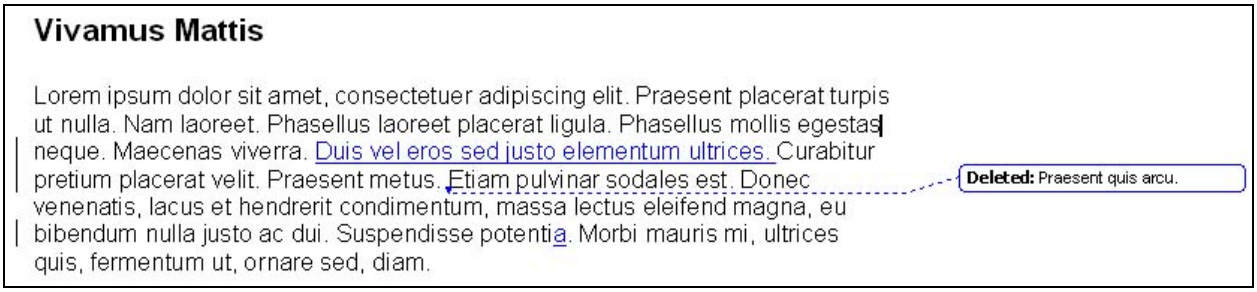

Vivamus Mattis
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Praesent placerat turpis ut nulla. Nam laoreet. Phasellus laoreet placerat ligula. Phasellus mollis egestas neque. Maecenas viverra. Duis vel eros sed justo elementum ultrices. Curabitur pretium placerat velit. Praesent metus. Etiam pulvinar sodales est. Donec venenatis, lacus et hendrerit condimentum, massa lectus eleifend magna, eu bibendum nulla justo ac dui. Suspendisse potentia. Morbi mauris mi, ultrices quis, fermentum ut, ornare sed, diam.
Deleted: Praesent quis arcu.

Figure 311

In some earlier versions of Word, deleted text is marked as ~~red strikethrough~~.

Original Showing Markup

From the **Display for Review** drop-down menu, select **Original Showing Markup**. Where you add text, a balloon and arrow indicate what was added. Where you delete text, the text is marked as strikethrough. A vertical mark in the left margin shows you where a change has been made.

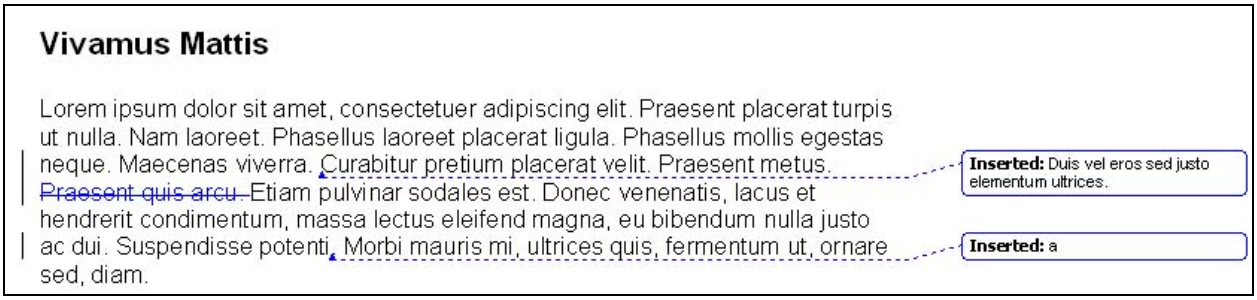

Vivamus Mattis
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Praesent placerat turpis ut nulla. Nam laoreet. Phasellus laoreet placerat ligula. Phasellus mollis egestas neque. Maecenas viverra. Curabitur pretium placerat velit. Praesent metus. Praesent quis arcu. Etiam pulvinar sodales est. Donec venenatis, lacus et hendrerit condimentum, massa lectus eleifend magna, eu bibendum nulla justo ac dui. Suspendisse potenti. Morbi mauris mi, ultrices quis, fermentum ut, ornare sed, diam.
Inserted: Duis vel eros sed justo elementum ultrices.
Inserted: a

Figure 312

Accept and Reject Changes

Once the changes have been made, you need to accept or reject the changes for them to become part of your document.

1. Position your cursor at the beginning of the document.
2. Click the **Next Change** button. The first change in the document is highlighted.
3. If you want to keep the change, click **Accept Change**. If you don't want the change made, click **Reject Change**.
4. Click **Next Change** and repeat Step 3.
5. If you want to accept all of the changes in the document, click the down-arrow next to the **Accept Change** button and select **Accept All Changes in Document**.
6. If you want to reject all of the changes in the document, click the down-arrow next to the **Reject Change** button and select **Reject All Changes in Document**.

Making Comments

If you want to insert a comment into the document to explain a change or to ask a question, do the following:

1. Insert your cursor next to the text you want to comment on. You can also select the text.
2. Click the **Insert Comment** button.

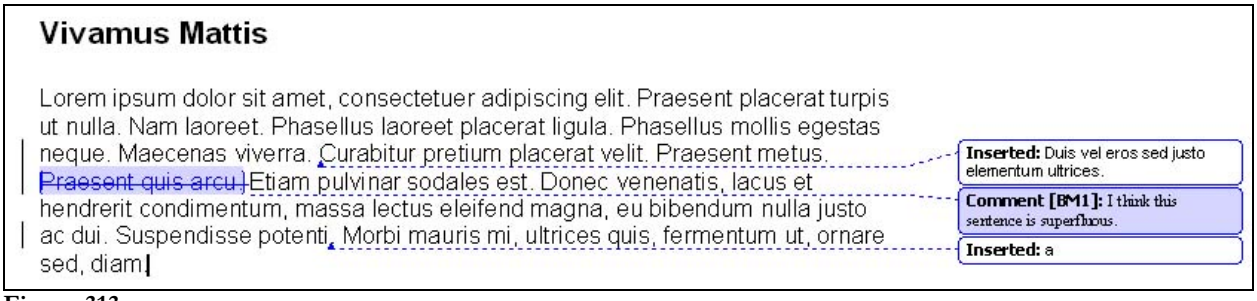

Vivamus Mattis
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Praesent placerat turpis ut nulla. Nam laoreet. Phasellus laoreet placerat ligula. Phasellus mollis egestas neque. Maecenas viverra. Curabitur pretium placerat velit. Praesent metus.
Praesent quis arcu.Etiam pulvinar sodales est. Donec venenatis, lacus et hendrerit condimentum, massa lectus eleifend magna, eu bibendum nulla justo ac dui. Suspendisse potenti. Morbi mauris mi, ultrices quis, fermentum ut, ornare sed, diam
Inserted: Duis vel eros sed justo elementum ultrices.
Comment [BM1]: I think this sentence is superfluous.
Inserted: a

Figure 313

3. A balloon appears in the margin and the text you selected is highlighted. Type your comment.
4. You can customize the colors used in Track Changes. If you would like to make sure that all of your comments appear as a particular color, select **Tools|Options**.
5. Select the **Track Changes** tab.

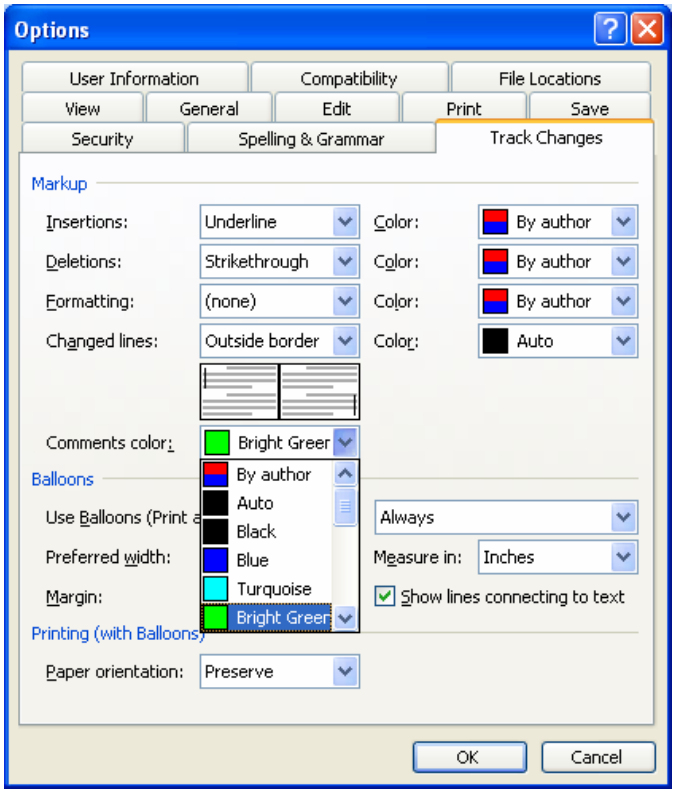


Figure 314

6. From the **Comments color** drop-down menu, select the a color for your comments.

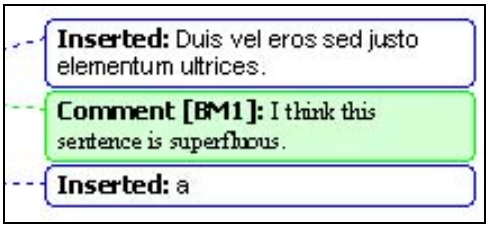


Figure 315

7. Your comments now appear in your chosen color.
8. To change your initials (which show up in the comment), select **Tools|Options**.
9. Select the **User Information** tab.
10. In the **Initials** field, type the initials (or short word) you want to use.